

<p>Kennis word hiermee gegee in terme van Artikel 29 van die Plaaslike Regering: Munisipale Strukture Wet, 1998 (Wet 117 van 1998) soos gewysig, dat 'n virtuele (Microsoft Teams) Gewone Raadsvergadering van die Munisipaliteit Witzenberg gehou sal word op Dinsdag, 25 Augustus 2020 om 09:00.</p>	<p>Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that a virtual (Microsoft Teams) Ordinary Council Meeting of the Witzenberg Municipality will be held on Tuesday, 25 August 2020 at 09:00.</p>
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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
Aldersady 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	Director: Finance	Director: Technical Services
Director: Corporate Services	Deputy Director: Finance	Head: Internal Audit
Manager: Projects and Performance	IDP Manager	Manager: Legal Services
Manager: Administration	Acting Principal Administrative Officer	Committee Clerk

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TER INLIGTING / FOR INFORMATION

Volledige stukke		
Voorsitter: IMATU (Mnr. J Noble)	Voorsitter: SAMWU (Mnr. T Mabala)	
Bella Vista Biblioteek	Emfundweni Biblioteek	Prince Alfred's Hamlet Biblioteek
Rietvallei Biblioteek	Montana Biblioteek, Wolseley	Wolseley Biblioteek
Tulbagh Biblioteek	Witzenville Biblioteek, Tulbagh	Op-die-Berg 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

18 Augustus 2020

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 (3/2/1)**

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

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

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

❖	Ms. R Schuurman	12 May
❖	Ms N Simpson	24 May
❖	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 Z Mzauziwa-Mdishwa	18 July
❖	Ms A Klaasen	4 August
❖	Councillor P Heradien	28 August

NOTED.

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

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

- 3.4 **Matters raised by the Municipal Manager**

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 30 October 2019: **Annexure 4.1(a).**
- (b) Council meeting, held on 11 December 2019: **Annexure 4.1(b).**
- (c) Council meeting, held on 28 January 2020: **Annexure 4.1(c).**
- (d) Council meeting, held on 25 February 2020: **Annexure 4.1(d).**
- (e) Council meeting, held on 25 March 2020: **Annexure 4.1(e).**
- (f) Council meeting, held on 27 May 2020: **Annexure 4.1(f).**
- (g) Special Council meeting, held on 11 June 2020: **Annexure 4.1(g).**
- (h) Special Council meeting, held on 31 July 2020: **Annexure 4.1(h).**

RECOMMENDED

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

- (i) Council meeting, held on 30 October 2019.*
- (ii) Council meeting, held on 11 December 2019.*
- (iii) Council meeting, held on 28 January 2020.*
- (iv) Council meeting, held on 25 February 2020.*

5. MOTIONS AND NOTICE OF SUGGESTIONS

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The reports/minutes of the following meetings are attached:

- (a) MPAC meeting, held on 28 October 2019: **Annexure 7.1(a)**.
- (b) MPAC meeting, held on 4 November 2019: **Annexure 7.1(b)**.
- (c) Committee for Housing Matters, held on 19 November 2019: **Annexure 7.1(c)**.
- (d) Committee for Housing Matters (Special), held on 5 December 2019: **Annexure 7.1(d)**.
- (e) Executive Mayoral Committee meeting, held on 23 January 2020: **Annexure 7.1(e)**.
- (f) Executive Mayoral Committee meeting, held on 24 February 2020: **Annexure 7.1(f)**.
- (g) Committee for Technical Services, held on 20 November 2019: **Annexure 7.1(g)**.
- (h) Committee for Corporate and Financial Services, held on 21 November 2019: **Annexure 7.1(h)**.
- (i) Committee for Community Development, held on 13 February 2020: **Annexure 7.1(i)**.
- (j) Committee for Housing Matters, held on 27 February 2020: **Annexure 7.1(j)**.
- (k) Committee for Housing Matters, held on 20 March 2020: **Annexure 7.1(k)**.

RECOMMENDED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: October, November, December 2019 and January, February, March, April, May and June 2020 (9/1/2/2)

The following items refer:

- (a) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 7 February 2020.
- (b) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 23 July 2020.
- (c) Item 7.1.1 of the Executive Mayoral Committee meeting still to be held.

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

- (a) October 2019: **Annexure 8.1.1(a)**
- (b) November 2019: **Annexure 8.1.1(b)**
- (c) December 2019: **Annexure 8.1.1(c)**
- (d) January 2020: **Annexure 8.1.1(d)**
- (e) February 2020: **Annexure 8.1.1(e)**
- (f) March 2020: **Annexure 8.1.1(f)**
- (g) April 2020: **Annexure 8.1.1(g)**
- (h) May 2020: **Annexure 8.1.1(h)**
- (i) June 2020: **Annexure 8.1.1(i)**

The Performance, Risk and Audit Committee resolved on 7 February 2020:

- (a) That the Performance, Risk and Audit Committee, after consideration, took notice of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November and December 2019.
- (b) That the Performance, Risk and Audit Committee recommends to Council:

that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November and December 2019, after consideration, be approved.

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 23 July 2020:

“On enquiry from the Committee members in respect of the Section 71 Reports the Acting Chief Financial Officer responded, to the satisfaction of the Committee, on the following matters:

- The revenue of the municipality during the COVID-19 lockdown.
- The expenditure of the municipality and a comparison thereof between the 2019 and 2020 financial year.
- That the Council resolution taken in February 2020 was implemented to cut on the budget due to concerns of the COVID-19 impact.
- That all municipal personnel will be back at work from August 2020.
- That Directorate Finance focuses on Credit Control.

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- Municipal investment currently stands on R144 million.
- That a rollover budget will be tabled to Council at the next meeting scheduled for 19 August 2020.”

The Committee for Corporate and Financial Services resolved on 23 July 2020 to recommend to the Executive Mayoral Committee and Council:

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

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November, December 2019 and January, February, March, April, May and June 2020 and same be approved and accepted.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November, December 2019 and January, February, March, April, May and June 2020 and, after consideration, same be approved and accepted.

RECOMMENDED

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 October, November, December 2019 and January, February, March, April, May and June 2020 and, after consideration, same be approved and accepted.

8.1.2 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter of 2019/2020 (1 October 2019 until 31 December 2019) (9/1/2/2)

Note: The Quarterly Budget Statement [Section 52(d)] Report for the second quarter of 2019/2020 is not attached as it has already been tabled to Council.

The following items refer:

- (a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 23 October 2020.
- (b) Item 8.1.9 of the Council meeting, held on 28 January 2020.
- (c) Item 8.2 of the Performance, Risk and Audit Committee meeting, held on 7 February 2020.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019.
- (b) that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

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Council unanimously resolved on 28 January 2020:

- (a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019.
- (b) that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 7 February 2020:

"The Performance, Risk and Audit Committee discussed the Quarterly Budget Statement [Section 52(d)] Report for the 2nd Quarter of 2019/2020 and highlighted the following:

- PRAC enquired in respect of the low capital expenditure on 22,2 % and was ensured that the expenditure will increase.
- Overtime is high and adjustment is needed.
- No adjustments for Councillors were done in terms of salary increases.
- The Acting Chief Financial Officer reversed unauthorised debit orders and notified the bank to be on the alert for such matters.
- The possibility of a consultation between the Performance, Risk and Audit Committee and the Executive Mayoral Committee with the purpose to share information on facts regarding debt is considered."

The Performance, Risk and Audit Committee resolved on 7 February 2020:

- (a) That notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019.
- (b) That the Performance, Risk and Audit Committee recommends to Council:

That notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019 and, after consideration, same be approved.

RECOMMENDED

- (a) *That notice be taken that the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019 has already been tabled to Council.*
- (b) *That the Performance, Risk and Audit Committee recommends to Council:*

that, after consideration, the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019, be approved.

8.1.3 Municipal Public Accounts Committee (MPAC) Charter with effect from July 2019 (02/01/2)

The following items refer:

- (a) Item 7.2 of the Municipal Public Accounts Committee meeting, held on 20 August 2019.
- (b) Item 8.1.13 of the Council meeting, held on 30 October 2019.
- (c) Item 8.1.9 of the Council meeting, held on 11 December 2019.
- (d) Item 8.1.3 of the Council meeting, held on 28 January 2020.
- (e) Item 8.1.1 of the Council meeting, held on 25 February 2020.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.3**.

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC) Charter.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) after consideration, takes notice of the Municipal Public Accounts Committee (MPAC) Charter and same be approved and accepted.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter, dated July 2019, be held in abeyance and be workshopped by Council.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 28 January 2020 that the matter in respect of the MPAC Charter with effect from July 2019 be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter with effect from July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 25 February 2020 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter with effect from 1 July 2019 be workshopped by Council and after that be tabled for consideration.

RECOMMENDED

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter with effect from July 2019 and, after consideration, same be approved and accepted.

**8.1.4 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, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.
- (g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.
- (h) Item 4.1 of the Municipal Public Accounts Committee meeting, held on 28 October 2019.
- (i) Item 7.2 of the Special Municipal Public Accounts Committee meeting, held on 4 November 2019.
- (j) Item 8.1.12 of the Council meeting, held on 11 December 2019.
- (k) Item 8.1.5 of the Council meeting, held on 28 January 2020.
- (l) Item 3.1 of the Municipal Public Accounts Committee meeting, held on 24 February 2020.
- (m) Item 8.1.2 of the Council meeting, held on 25 February 2020.

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 Rand Merchant Bank 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 8.1.4(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 8.1.4(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 Rand Merchant Bank.

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 8.1.4(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 Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

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 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 8.1.4(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 8.1.4(e)**.

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 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Municipal Public Accounts Committee resolved on 21 October 2019:

- (a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.
- (b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.
- (c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The Municipal Public Accounts Committee resolved on 28 October 2019 that the Acting Chief Financial Officer compile a breakdown of all municipal payments in terms of the Koekedouw Dam and submit same at the next Municipal Public Accounts Committee (MPAC) meeting.

The Municipal Public Accounts Committee resolved on 4 November 2019 that Municipal Public Accounts Committee will draft a report in respect of Council's instruction to investigate the settling of the Rand Merchant bank (RMB) loan for the Koekedouw Dam and submit thereafter a recommendation to Council.

Council unanimously resolved on 11 December 2019 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

Council unanimously resolved on 28 January 2020 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the next meeting.

The following documents are attached:

- (a) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 8.1.4(f)**.
- (b) Constitution of Koekedouw Irrigation Board: **Annexure 8.1.4(g)**.
- (c) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 8.1.4(h)**.
- (d) Dam settlement: **Annexure 8.1.4(i)**.
- (e) Payment to *Koekedouw Bestuursmaatskappy* and *Ceres Koekedouw Bestuurskomitee*: **Annexure 8.1.4(j)**.
- (f) Minutes of MPAC meeting, held on 21 October 2019: **Annexure 8.1.4(k)**.
- (g) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.4(l)**.
- (h) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.4(m)**.
- (i) Report of MPAC on the matter: **Annexure 8.1.4(n)**.

The Municipal Public Accounts Committee resolved on 24 February 2020 to recommend to Council:

that the Municipal Public Accounts Committee (MPAC) takes notice of the report in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and, after consideration, recommend to Council to approve and accept same.

Extract from the minutes of the Council meeting, held on 25 February 2020:

“Council deliberated the matter in depth and various questions were raised in terms of:

- (a) the evidence of an agreement;
- (b) the stipulations of the loan;
- (c) the original loan amount and the interests on that;
- (d) the role of the Koekedouw Irrigation Board in the loan;
- (e) the water rights;
- (f) the calculations made by the Irrigation Board to get to R889 891-00;
- (g) the influence of the liquidation on the former owner of Vredebes.

After a lengthy debate Council decided that a Special Council meeting will be held to resolve the matter.”

Council unanimously resolved on 25 February 2020 that a Special Council meeting be held to deliberate the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and to scrutinise all documents.

RECOMMENDED

That the Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) takes notice of the report in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and, after consideration, recommends to Council to approve and accept same.

8.1.5 Municipal Corporate Governance of Information and Communication Technology Policy (6/2/P)

The following items refer:

- (a) Item 9.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (b) Item 9.3 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.
- (c) Item 9.2 of the Performance, Risk and Audit Committee meeting, held on 25 October 2019.
- (d) Item 9.2 of the Performance, Risk and Audit Committee meeting, held on 7 February 2020.

The Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality is attached as **annexure 8.1.5**.

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

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

that the Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality be approved and adopted.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the matter in respect of the Corporate Governance of Information and Communication Technology Policy be held in abeyance until the next meeting.

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

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

that the Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality be approved and adopted.

The Performance, Risk and Audit Committee resolved on 13 September 2019 that the matter in respect of the Municipal Corporate Governance of Information and Communication Technology Policy be held in abeyance until the next meeting.

The Performance, Risk and Audit Committee resolved on 25 October 2019 that the matter in respect of the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The Performance, Risk and Audit Committee resolved on 7 February 2020 to recommend to Council:

that the Performance, Risk and Audit Committee took notice of and, after consideration, recommends to Council that the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality be considered for approval.

RECOMMENDED

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

that the Municipal Corporate Governance of Information and Communication Technology Policy for Witzenberg Municipality, after consideration, be approved.

8.1.6 Quarterly Budget Statement [Section 52(d)] Report: 3rd Quarter of 2019/2020 (1 January 2020 until 31 March 2020) (9/1/1 & 9/1/2/2)

An item of the Executive Mayoral Committee meeting still to be held, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the third quarter of 2019/2020 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:

- (a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 January 2020 until 31 March 2020.
- (b) that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

RECOMMENDED

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 2020 until 31 March 2020.*
- (b) *that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.*

8.1.7 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter of 2019/2020 (1 April 2020 until 30 June 2020) (9/1/1 & 9/1/2/2)

An item of the Executive Mayoral Committee meeting still to be held, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2019/2020 is attached as **annexure 8.1.7**.

The following recommendation is tabled to the Executive Mayoral Committee:

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 April 2020 until 30 June 2020.
- (b) that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

RECOMMENDED

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 April 2020 until 30 June 2020.*
- (b) *that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.*

8.1.8 Submission of Final Top Layer SDBIP: 2020/2021 (5/1/5/13)

The following items refer:

- (a) Item 8.1.1 of the Council meeting, held on 25 March 2020.
- (b) An item of the Executive Mayoral Committee meeting still to be held.

Council resolved on 25 March 2020:

“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 2020/2021 and the indicative budget for the two years 2021/2022 and 2022/2023 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 Act (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

The Top Layer of the SDBIP must be submitted for approval to the Mayor within 14 days after the approval of the budget. The Top Layer SDBIP must be approved by the Mayor within 28 days after the budget has been approved to ensure compliance with the above-mentioned legislation and published on the municipal website. The Mayor approved the 2020/21 Top Layer SDBIP on 10th June 2020.

The Final Top Layer SDBIP for 2020/2021 is attached as **annexure 8.1.8.**"

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Final Top Layer SDBIP for 2020/2021.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Final Top Layer SDBIP for 2020/2021.

8.1.9 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 31 March 2020: Implementation of Supply Chain Management Policy (9/1/2/2)

An item of the Executive Mayoral Committee meeting, still to be held, refers.

The Paragraph 7(4) Quarterly Report ending 31 March 2020 on the implementation of the Supply Chain Management Policy, dated 3 April 2020, 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:

- (a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 31 March 2020 on the implementation of the Supply Chain Management Policy.
- (b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after being tabled to Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the Paragraph 7(4) Quarterly Report ending 31 March 2020 on the implementation of the Supply Chain Management Policy.*
- (b) *that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after being tabled to Council.*

8.1.10 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 June 2020: Implementation of Supply Chain Management Policy (9/1/2/2)

An item of the Executive Mayoral Committee meeting, still to be held, refers.

The Paragraph 7(4) Quarterly Report ending 30 June 2020 on the implementation of the Supply Chain Management Policy, dated 3 July 2020, is attached as **annexure 8.1.10**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the Paragraph 7(4) Quarterly Report ending 30 June 2020 on the implementation of the Supply Chain Management Policy.
- (b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after being tabled to Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the Paragraph 7(4) Quarterly Report ending 30 June 2020 on the implementation of the Supply Chain Management Policy.*
- (b) *that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after being tabled to Council.*

8.1.11 Review IDP and Budget Process Plan for 2021/2022 (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.

Agenda: Raadsvergadering 25 Augustus 2020
Agenda: Council meeting 25 August 2020

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
2	Strategizing
3	Preparing
4	Tabling
5	Approving
6	Finalising

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 Process Plan for the 2021/2022 Review IDP and Budget cycle is attached as **annexure 8.1.11**.

RECOMMENDED

- (a) *That the IDP and Budget Process Plan for 2021/2022 be approved.*
- (b) *That in the event of any changes with regard to the dates of the Process Plan, the Municipal Manager be mandated to change same after consultation with the Executive Mayor.*

**8.1.12 Finance: Adjustment Budget 2020/2021
(5/1/1/19)**

The following documents are attached:

- (a) Memorandum from Acting Director: Finance, dated 17 August 2020: **Annexure 8.1.12(a)**.
- (b) Adjustment Budget 2020/2021 to 2022/2023: **Annexure 8.1.12(b)**.

- (c) Adjustment Budget schedules: **Annexure 8.1.12(c)**.

RECOMMENDED

That the Adjustment Budget of Witzenberg Municipality for the financial year 2020/2021 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.*
- (vi) And all other budget supporting schedules as required.*

8.2 Direktoraat Tegniëse Dienste / Directorate Technical Services

**8.2.1 Terms of reference for a Recycling Forum for Witzenberg Municipality
(17/3/2)**

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (b) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 23 January 2020.
- (c) Item 8.2.1 of the Council meeting, held on 25 February 2020.

A memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 30 September 2019, is attached as **annexure 8.2.1**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

The Municipal Manager mentioned that a delegation from the town Essen in Belgium, with whom Witzenberg Municipality has a twinning agreement, will be visiting Witzenberg Municipality from 5 February 2020 in respect of recycling. The idea of the municipality is to support the smaller recycling companies, and this is all in line with the proposed Executive Mayoral strategic session.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

Council unanimously resolved on 25 February 2020 that the matter in respect of the Terms of Reference for a Recycling Forum for Witzenberg Municipality be held in abeyance until the next meeting.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

8.2.2 Policy for Work and the Installation of Services in the Road Reserve (16/04/4/6)

The following items refer:

- (a) Item 7.4 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (b) Item 7.2.3 of the Executive Mayoral Committee meeting, held on 23 January 2020.
- (c) Item 8.2.2 of the Council meeting, held on 25 February 2020.

The following documents are attached:

- (a) Memorandum from the Manager: Streets and Storm Water, dated 4 November 2019: **Annexure 8.2.2(a)**.
- (b) Policy for Work and the Installation of Services in the Road Reserve: **Annexure 8.2.2(b)**.
- (c) Appendix A: List of Active Network Licensees in Witzenberg municipal area: **Annexure 8.2.2(c)**.
- (d) Appendix B: Road works signing for urban streets: **Annexure 8.2.2(d)**.
- (e) Appendix C: DCP Test Result Sheet: **Annexure 8.2.2(e)**.
- (f) Appendix D: Occupational Health and Safety Specification for Construction Works Contracts: **Annexure 8.2.2(f)**.
- (g) Form 1: Way leave Application Form, Form 1.1: Undertaking / Indemnity and Form 1.2: Certificate of Inspection and completion: **Annexure 8.2.2(g)**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

The following recommendation was tabled to Council:

that the Policy for Work and the Installation of Services in the Road Reserve, after consideration, be approved and adopted by Council.

Council unanimously resolved on 25 February 2020 that the matter in respect of the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be submitted for consideration.

RECOMMENDED

that the Policy for Work and the Installation of Services in the Road Reserve, after consideration, be approved and adopted by Council.

8.2.3 Application to install solar panels: De Keur, Schoonvlei and Uitzicht farm, Ceres (16/3/4/1)

The following items refer:

- (a) Item 7.2.5 of the Executive Mayoral Committee meeting, held on 4 December 2019.
- (b) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 24 February 2020.
- (c) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 23 March 2020.
- (d) An item of the Executive Mayoral Committee meeting still to be held.

A memorandum from the Senior Manager: Electro-Technical Services, dated 15 November 2019, is attached as **annexure 8.2.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the report regarding the De Keur, Schoonvlei and Uitzicht farm (Tommie Prins) applications to install SSEG plants.
- (b) that the application of De Keur for the installation of 75 kWp solar panels in Schoonvlei and the application of Tommie Prins for the installation of 50 kWp solar panels on the farm Uitzicht be approved.
- (c) That a condition of approval will be that all excess energy must be fed back into the municipal network free or charge until such time that a refit tariff is implemented by the municipality.

The Executive Mayoral Committee resolved on 4 December 2019 that the matter regarding the applications of De Keur and Uitzicht Farm to install solar panels be held in abeyance.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the report regarding the De Keur, Schoonvlei and Uitzicht farm (Tommie Prins) applications to install SSEG plants.
- (b) that the application of De Keur for the installation of 75 kWp solar panels in Schoonvlei and the application of Tommie Prins for the installation of 50 kWp solar panels on the farm Uitzicht be approved.
- (c) That a condition of approval will be that all excess energy must be fed back into the municipal network free or charge until such time that a refit tariff is implemented by the municipality.

The Executive Mayoral Committee resolved on 24 February 2020 that the matter regarding the applications of De Keur, Schoonvlei and Uitzicht Farm, Ceres to install solar panels be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the report regarding the De Keur, Schoonvlei and Uitzicht farm (Tommie Prins) applications to install SSEG plants.
- (b) that the application of De Keur for the installation of 75 kWp solar panels in Schoonvlei and the application of Tommie Prins for the installation of 50 kWp solar panels on the farm Uitzicht be approved.
- (c) that a condition of approval will be that all excess energy must be fed back into the municipal network free or charge until such time that a refit tariff is implemented by the municipality.

The Executive Mayoral Committee resolved on 23 March 2020 that the matter regarding the applications of De Keur, Schoonvlei and Uitzicht Farm, Ceres to install solar panels 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 notice be taken of the report regarding the De Keur, Schoonvlei and Uitzicht farm (Tommie Prins) applications to install SSEG plants.
- (b) that the application of De Keur for the installation of 75 kWp solar panels in Schoonvlei and the application of Tommie Prins for the installation of 50 kWp solar panels on the farm Uitzicht be approved.
- (c) that a condition of approval will be that all excess energy must be fed back into the municipal network free or charge until such time that a refit tariff is implemented by the municipality.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the report regarding the De Keur, Schoonvlei and Uitzicht farm (Tommie Prins) applications to install SSEG plants.*
- (b) *that the application of De Keur for the installation of 75 kWp solar panels in Schoonvlei and the application of Tommie Prins for the installation of 50 kWp solar panels on the farm Uitzicht be approved.*
- (c) *that a condition of approval will be that all excess energy must be fed back into the municipal network free or charge until such time that a refit tariff is implemented by the municipality.*

8.2.4 Phillip Street from Van Riebeeck to Owen Street, Ceres: Permanently changing to one way street (17/07/14/2)

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Technical Services, held on 22 July 2020.
- (b) An item of the Executive Mayoral Committee meeting still to be held, refers.

A memorandum from the Senior Manager: Streets and Storm Water, dated 11 February 2020, is attached as **annexure 8.2.4**.

The Committee for Technical Services resolved on 22 July 2020 to recommend to the Executive Mayoral Committee and Council:

- (a) that Phillip Street, Ceres (from Van Riebeeck to Owen Street) be changed to a one-way street in an easterly direction to distribute departing vehicles from the school to the Voortrekker/Owen Street signalised intersection.
- (b) that formal parallel parking bays be provided on the southern side of the road.
- (c) that the required road signs and signage for one way streets be placed according to the Southern African Traffic Signs Manual.
- (d) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(2) notice be given of such intention in the local newspaper in at least two official languages.
- (e) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Phillip Street, Ceres (from Van Riebeeck to Owen Street) be changed to a one-way street in an easterly direction to distribute departing vehicles from the school to the Voortrekker/Owen Street signalised intersection.
- (b) that formal parallel parking bays be provided on the southern side of the road.
- (c) that the required road signs and signage for one way streets be placed according to the Southern African Traffic Signs Manual.
- (d) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(2) notice be given of such intention in the local newspaper in at least two official languages.

- (e) that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Phillip Street, Ceres (from Van Riebeeck to Owen Street) be changed to a one-way street in an easterly direction to distribute departing vehicles from the school to the Voortrekker/Owen Street signalised intersection.*
- (b) *that formal parallel parking bays be provided on the southern side of the road.*
- (c) *that the required road signs and signage for one way streets be placed according to the Southern African Traffic Signs Manual.*
- (d) *that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(2) notice be given of such intention in the local newspaper in at least two official languages.*
- (e) *that in accordance with Provincial Gazette for Western Cape no. 6307 of 14 October 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35(3), any objection against the intended action must be delivered in writing to the Municipal Manager within 30 days from the date of notification for submission to Council to decide upon it.*

**8.2.5 Zoning Scheme By-Law for Witzenberg
(15/4/P)**

The following items refer:

- (a) Item 8.2.4 of the Council meeting, held on 31 July 2019.
- (b) Item 7.1 of the meeting of the Committee for Technical Services, held on 22 July 2020.
- (c) An item of the Executive Mayoral Committee meeting still to be held.

Council unanimously resolved on 31 July 2019:

- (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 documents are attached:

- (a) Memorandum from Manager: Town Planning and Building Control, dated 6 July 2020: **Annexure 8.2.5(a)**.
- (b) Zoning maps: **Annexure 8.2.5(b)**.

The Committee for Technical Services resolved on 22 July 2020 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Zoning Scheme By-Law and zoning maps, set out in annexures 7.1(a) and (b), be adopted in terms of Section 24 of the Spatial Planning and Land Use Management Act (Act 16 of 2013), Section 22 of the Western Cape Land Use Planning Act (Act 3 of 2014) and Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Zoning Scheme By-Law and zoning maps, set out in annexures (a) and (b), be adopted in terms of Section 24 of the Spatial Planning and Land Use Management Act (Act 16 of 2013), Section 22 of the Western Cape Land Use Planning Act (Act 3 of 2014) and Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Zoning Scheme By-Law and zoning maps, set out in annexures (a) and (b), be adopted in terms of Section 24 of the Spatial Planning and Land Use Management Act (Act 16 of 2013), Section 22 of the Western Cape Land Use Planning Act (Act 3 of 2014) and Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

8.2.6 Approval of Draft Witzenberg Electrical By-Laws (16/P)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 22 July 2020.
- (b) An item of the Executive Mayoral Committee meeting still to be held.

A memorandum from the Senior Manager: Electro-Technical Services, dated 19 February 2020, is attached as **annexure 8.2.6**.

The Committee for Technical Services resolved on 22 July 2020:

- (a) that the Committee for Technical Services takes notice of the report in respect of the Draft Witzenberg Electrical By-laws and accept same.

- (b) that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:
 - (i) that a Council Workshop be held to discuss the proposed Electricity By-laws.
 - (ii) that Council grant approval that the Director: Technical Services can proceed with the process of advertising and public participation of the Electrical By-laws.
 - (iii) that the old electricity by-laws of the municipality be repealed.
 - (iv) that the Draft Witzenberg Electrical By-laws, after the above process be submitted to Council for adoption and promulgation.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (i) that a Council workshop be held to discuss the proposed Electricity By-laws.
- (ii) that Council grants approval that the Director: Technical Services can proceed with the process of advertising and public participation of the Electrical By-laws.
- (iii) that the old Electricity By-laws of the municipality be repealed.
- (iv) that the Draft Witzenberg Electrical By-laws, after the above process, be submitted to Council for adoption and promulgation.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (i) that a Council workshop be held to discuss the proposed Electricity By-laws.*
- (ii) that Council grants approval that the Director: Technical Services can proceed with the process of advertising and public participation of the Electrical By-laws.*
- (iii) that the old Electricity By-laws of the municipality be repealed.*
- (iv) that the Draft Witzenberg Electrical By-laws, after the above process, be submitted to Council for adoption and promulgation.*

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

**8.3.1 Housing: Witzenberg Municipal Housing Pipeline for 2019/2020
(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 held on 29 July 2019.
- (g) Item 8.3.1 of the Council meeting, held on 31 July 2019.
- (h) Item 7.3.1 of the Executive Mayoral Committee meeting held on 24 October 2019.
- (i) Item 8.3.1 of the Council meeting, held on 30 October 2019.
- (j) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 23 March 2020.
- (k) An item 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 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 29 July 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 31 July 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:

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 24 October 2019 to recommend to Council that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 be held in abeyance until the next meeting.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 be held in abeyance until the next meeting.

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 2019/2020 be endorsed by Council.

The Executive Mayoral Committee resolved on 23 March 2020 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 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 2019/2020 be endorsed by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2019/2020 be endorsed by Council.

**8.3.2 Draft Air Quality Management Plan: Review 2019
(17/1/4/P)**

Item 7.3.2 of the Executive Mayoral Committee meeting, held on 23 March 2020, refers.

The following memorandum, dated 22 November 2019, was received from the Environmental Officer, Mr B Isaacs:

“Background

The Air Quality Management Plan has to be reviewed every five years. The last time the Plan was tabled to and approved by Council was 28 May 2014. The Plan was tabled to Council per item 8.3.4 of 30 October 2019 and Council took notice of same.

Deliberation

The Plan was made available to the public on the municipal website and at the various libraries and municipal offices and also to the Department of Environment, Fisheries and Forestry (the former Department of Environmental Affairs and Development Planning) for comments. The inputs of the said Department were taken up in the Plan.

The amended Draft Air Quality Management Plan Review 2019 is attached as **annexure 8.3.2.**”

The Executive Mayoral Committee resolved on 23 March 2020 to recommend to Council that the Draft Air Quality Management Plan (AQMP) Review 2019 be approved.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Draft Air Quality Management Plan (AQMP) Review 2019 be approved.

8.3.3 Allocation of land for informal traders: Tulbagh (17/18/1)

The following items refer:

- (a) Item 8.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 November 2019.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 March 2020.
- (c) An item of the Executive Mayoral Committee meeting still to be held.

The following report, dated 20 November 2019, was received from the Municipal Manager:

"Purpose

To request the Executive Mayoral Committee to recommend to Council to consider demarcating a trading place for the informal traders in Van der Stel Street, Tulbagh.

Background

In terms of the Municipal By-Law a person may only trade in an area as demarcated by the municipal Council. The informal areas demarcated in Tulbagh are in Market and Piet Retief Streets and Karee Street, Witzenville. See in this regard the following documents:

- (a) Council resolution 8.3.1 of 5 December 2017: **Annexure 8.3.3(a)**.
- (b) Memorandum from the Director: Community Services, dated 1 September 2017: **Annexure 8.3.3(b)**.

The municipality has in recent times received complaints from the formal business sector of the informal traders trading in areas outside of the demarcated areas provided for in the Municipal By-Law. This has resulted in the Law Enforcement acting against the informal traders by issuing fines. The informal traders initially approached the Ward Councillor to assist them. Councillor Sidego in turn referred the matter to the Portfolio Chairperson for Local Economic Development, Councillor Abrahams, to deal with the matter. Councillor Abrahams facilitated a meeting with the traders on 6 November 2019. A copy of the minutes is attached as **annexure 8.3.3(c)**. The traders are requesting that they be allowed to do business in town, because most of their customers are basically farmworkers from the surrounding farms. The traders have identified inter alia a church property in the main road as well as a portion of the sidewalk in Van der Stel Street. The areas previously demarcated in terms of the current By-Law were during the time of community members receiving SASSA grants at some of the community facilities. This practice has, however, come to an end, because most of the recipients of grants are being paid via banking institutions. This has made the trading places dormant and not financially viable. Part of the LED mission is to uplift the previously disadvantaged community and to grow and assist economic entrepreneurs. The request is that Council considers making an area available where the informal traders can be accommodated."

The Committee for Local Economic Development and Tourism resolved on 20 November 2019:

- (a) that the Manager: Town Planning and Building Control, the Acting Manager: Socio-Economic Development and the Committee for Local Economic Development and Tourism to undertake a site inspection of the area in front of the "Ou Sendingkerk", Van der Stel Street, Tulbagh for the purpose of informal trading.

- (b) that the Committee for Local Economic Development and Tourism recommends to the Executive Mayoral Committee and Council:

that Council considers demarcating a trading place for informal trading in Van der Stel Street, Tulbagh.

A memorandum from the Acting Manager: Socio-Economic Development, dated 2 March 2020, is attached as **annexure 8.3.3(d)**.

The matter was tabled to the Executive Mayoral Committee for consideration of demarcating a trading space for informal trading in the area of the "Old Sendingkerk" in Tulbagh.

The Executive Mayoral Committee resolved on 23 March 2020 that the matter in respect of the allocation of land for informal traders in Tulbagh be held in abeyance until the next meeting.

The matter is tabled to the Executive Mayoral Committee for consideration of demarcating a trading space for informal trading in the area of the "Old Sendingkerk" in Tulbagh.

RECOMMENDED

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

8.3.4 Witzenberg Municipality: Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg (17/9/2)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Community Development, held on 21 November 2019.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 January 2020.

A memorandum from the Manager: Amenities and Environment, dated 24 October 2019, is attached as **annexure 8.3.4(a)**.

The Committee for Community Development resolved on 21 November 2019 to recommend to the Executive Mayoral Committee and Council.

- (a) that Messrs Aurecon Pty (Ltd) be invited to the next Council meeting to do a presentation regarding the final draft plans of the Prince Alfred's Hamlet and Op-die-Berg commonage.
- (b) that the Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg commonage be approved.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) that Messrs Aurecon Pty (Ltd) be invited to the next Council meeting to do a presentation regarding the final draft plans of the Prince Alfred's Hamlet and Op-die-Berg commonage.

- (b) that the Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg commonage be approved.

A further memorandum from the Manager: Amenities and Environment, dated 14 February 2020, is attached as **annexure 8.3.4(b)**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg commonage be approved.

8.3.5 Housing: Approval of street names for Vredebes Housing Project (16/4/6)

The following items refer:

- (a) Item 9.1.5 of the meeting of the Committee for Housing Matters, held on 15 October 2019.
- (b) Item 9.1.1 of the meeting of the Committee for Housing Matters, held on 19 November 2019.
- (c) Item 7.6 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (d) Item 9.2.1 of the meeting of the Committee for Housing Matters, held on 27 February 2020.
- (e) Item 7.3.7 of the Executive Mayoral Committee meeting still to be held.

The Committee for Housing Matters resolved on 15 October 2019:

- (a) that the proposed street names for Wards 1 and 5 of the Vredebes Housing Project be approved and referred to the Committee for Technical Services.
- (b) that the proposed street names for Ward 12 be held in abeyance until the next meeting of the Committee for Housing Matters.

The Committee for Housing Matters resolved on 19 November 2019 that the matter in respect of the approval of street names for Ward 12 of the Vredebes Housing Project be referred to Council for consideration.

The Committee for Technical Services resolved on 20 November 2019 that the matter in respect of the approval of street names for Wards 1 and 5 of the Vredebes Housing Project be held in abeyance pending comments from the Manager: Town Planning and Building Control.

The Manager: Town Planning and Building Control commented on 3 February 2020 that he does not need to comment on the street names itself. After being approved, the street names must be submitted to his department to be placed on the street map.

The following documents are attached:

- (a) Memorandum from Manager: Housing with the proposed street names, dated 4 October 2019: **Annexure 8.3.5(a)**.
- (b) Policy: Naming and renaming of streets: **Annexure 8.3.5(b)**.

The Committee for Housing Matters resolved on 27 February 2020 to recommend to the Executive Mayoral Committee and Council:

- (a) that the following proposed street names for Ward 1 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

- (i) Steve Biko Street
- (ii) Lilian Ngoy Street
- (iii) Govin Mbeka Street
- (iv) Hector Petersen Street
- (v) Walter Sisulu Street
- (vi) Winnie Mandela Street
- (vii) Albert Luthuli Street
- (viii) Langalibalele Dube Street
- (ix) Enox Stonga Street

- (b) that the following proposed street names for Ward 5 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

- (i) Kankerbos Street
- (ii) Jakkalsbos Street
- (iii) Skilpadbossie Street
- (iv) Kapokbossie Street
- (v) Kouterbossie Street
- (vi) Pienk-Kiesieblaar Street
- (vii) Kamferbos Street
- (viii) Blouaalwyn Street
- (ix) Plakkie-Pigs Ears Street
- (x) Rooi-ysplant Street
- (xi) Botterblom Street
- (xii) Rooi vygie Street
- (xiii) Mossienes Street
- (xiv) Bitterbos Street
- (xv) Bloublommetjie Street
- (xvi) Violtjie Street
- (xvii) Kinkelblaar Street
- (xviii) Kanniedood Street
- (xix) Hawergras Street
- (xx) Witsparril Street
- (xxi) Babriena Street
- (xxii) Witstorm Street

- (xxiii) Perdebossie Street
- (xxiv) Polygala Street
- (xxv) Klein Skilpadbos Street
- (xxvi) Klawergras Street
- (xxvii) Soetdoring Street
- (xxviii) Klipvygie Street
- (xxix) Brakeveldvygie Street
- (xxx) Rolbos Street
- (xxxi) Knipsoutbos Street
- (xxxii) Vaalbrakbossie Street
- (xxxiii) Karoogroen Gogga Street
- (xxxiv) Purple Kalkoentjie Street
- (xxxv) Gouesterretjie Street
- (xxxvi) Geldbeursie Street
- (xxxvii) Bokkool Street
- (xxxviii) Roggras Street

- (c) that the following proposed street names for Ward 12 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

- (i) Thuma Mina Street
- (ii) Amos Delato Street
- (iii) Patrick Hinana Street
- (iv) Elizabeth Mbangula-Mrwetyana Street
- (v) Ginger Gqalagha Street
- (vi) Zola Mdala Street
- (vii) Ntsiki Lalapi Street
- (viii) Trea Manjiya Street
- (ix) Wilson Skisazana Street
- (x) Mkhwemnte T Street
- (xi) Khauleza Street
- (xii) Vengaye Yisa Street
- (xiii) GT Nongwe Street
- (xiv) Alda Nomjana Street
- (xv) Gqalagha Street

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that the following proposed street names for Ward 1 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

- (i) Steve Biko Street
- (ii) Lilian Ngoy Street
- (iii) Govin Mbeka Street
- (iv) Hector Petersen Street
- (v) Walter Sisulu Street
- (vi) Winnie Mandela Street
- (vii) Albert Luthuli Street
- (viii) Langalibalele Dube Street
- (ix) Enox Stonga Street

- (b) that the following proposed street names for Ward 5 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

- (i) Kankerbos Street
- (ii) Jakkalsbos Street
- (iii) Skilpadbossie Street
- (iv) Kapokbossie Street
- (v) Kouterbossie Street
- (vi) Pienk-Kiesieblaar Street
- (vii) Kamferbos Street
- (viii) Blouaalwyn Street
- (ix) Plakkie-Pigs Ears Street
- (x) Rooi-ysplant Street
- (xi) Botterblom Street
- (xii) Rooivygjie Street
- (xiii) Mossienes Street
- (xiv) Bitterbos Street
- (xv) Bloublommetjie Street
- (xvi) Viooltjie Street
- (xvii) Kinkelblaar Street
- (xviii) Kanniedood Street
- (xix) Hawergas Street
- (xx) Witsparril Street
- (xxi) Babriena Street
- (xxii) Witstorm Street
- (xxiii) Perdebossie Street
- (xxiv) Polygala Street
- (xxv) Klein Skilpadbos Street
- (xxvi) Klawergas Street
- (xxvii) Soetdoring Street
- (xxviii) Klipvygie Street
- (xxix) Brakeveldvygie Street
- (xxx) Rolbos Street
- (xxxi) Knipsoutbos Street
- (xxxii) Vaalbrakbossie Street
- (xxxiii) Karoogroen Gogga Street
- (xxxiv) Purple Kalkoentjie Street
- (xxxv) Gouesterretjie Street
- (xxxvi) Geldbeursie Street
- (xxxvii) Bokkool Street
- (xxxviii) Roggras Street

- (c) that the following proposed street names for Ward 12 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:

- (i) Thuma Mina Street
- (ii) Amos Delato Street
- (iii) Patrick Hinana Street
- (iv) Elizabeth Mbangula-Mrwetyana Street
- (v) Ginger Gqalaqha Street
- (vi) Zola Mdala Street
- (vii) Ntsiki Lalapi Street
- (viii) Trea Manjiya Street

- (ix) Wilson Skisazana Street
- (x) Mkhwemnte T Street
- (xi) Khauleza Street
- (xii) Vengaye Yisa Street
- (xiii) GT Nongwe Street
- (xiv) Alda Nomjana Street
- (xv) Gqalagha Street

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the following proposed street names for Ward 1 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:*

- (i) Steve Biko Street
- (ii) Lilian Ngoy Street
- (iii) Govin Mbeka Street
- (iv) Hector Petersen Street
- (v) Walter Sisulu Street
- (vi) Winnie Mandela Street
- (vii) Albert Luthuli Street
- (viii) Langalibalele Dube Street
- (ix) Enox Stonga Street

- (b) *that the following proposed street names for Ward 5 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:*

- (i) Kankerbos Street
- (ii) Jakkalsbos Street
- (iii) Skilpadbossie Street
- (iv) Kapokbossie Street
- (v) Kouterbossie Street
- (vi) Pienk-Kiesieblaar Street
- (vii) Kamferbos Street
- (viii) Blouaalwyn Street
- (ix) Plakkie-Pigs Ears Street
- (x) Rooi-ysplant Street
- (xi) Botterblom Street
- (xii) Rooivygjie Street
- (xiii) Mossienes Street
- (xiv) Bitterbos Street
- (xv) Bloublommetjie Street
- (xvi) Viooltjie Street
- (xvii) Kinkelblaar Street
- (xviii) Kanniedood Street
- (xix) Hawergas Street
- (xx) Witsparril Street
- (xxi) Babriena Street
- (xxii) Witstorm Street
- (xxiii) Perdebossie Street
- (xxiv) Polygala Street
- (xxv) Klein Skilpadbos Street

- (xxvi) *Klawergras Street*
- (xxvii) *Soetdoring Street*
- (xxviii) *Klipvygie Street*
- (xxix) *Brakeveldvygie Street*
- (xxx) *Rolbos Street*
- (xxxi) *Knipsoutbos Street*
- (xxxii) *Vaalbrakbossie Street*
- (xxxiii) *Karoogroen Gogga Street*
- (xxxiv) *Purple Kalkoentjie Street*
- (xxxv) *Gouesterretjie Street*
- (xxxvi) *Geldbeursie Street*
- (xxxvii) *Bokkool Street*
- (xxxviii) *Roggras Street*

- (c) *that the following proposed street names for Ward 12 of the Vredebes Housing Project, after consideration, be approved and submitted to the Manager: Town Planning and Building Control to be placed on the street map:*

- (i) *Thuma Mina Street*
- (ii) *Amos Delato Street*
- (iii) *Patrick Hinana Street*
- (iv) *Elizabeth Mbangula-Mrwetyana Street*
- (v) *Ginger Gqalagha Street*
- (vi) *Zola Mdala Street*
- (vii) *Ntsiki Lalapi Street*
- (viii) *Trea Manjiya Street*
- (ix) *Wilson Skisazana Street*
- (x) *Mkhwemnte T Street*
- (xi) *Khauleza Street*
- (xii) *Vengaye Yisa Street*
- (xiii) *GT Nongwe Street*
- (xiv) *Alda Nomjana Street*
- (xv) *Gqalagha Street*

8.3.6 Housing: Witzenberg Municipality: Housing Administration Policy (16/4/P)

The following items refer:

- (a) Item 9.1.6 of the meeting of the Committee for Housing Matters, held on 27 February 2020.
- (b) An item of the Executive Mayoral Committee meeting still to be held.

The Committee for Housing Matters resolved per item 9.1.1(b) of 19 November 2019:

- (i) that the matter in respect of Witzenberg Municipality Housing Administration Policy be held in abeyance and be workshopped by the Committee for Housing Matters.
- (ii) that the matter supra (b) be tabled at a Special meeting of the Committee for Housing Matters for deliberation and a recommendation to Council.

The Housing Administration Policy for Witzenberg Municipality, received from the Municipal Manager, dated 18 February 2020, is attached as **annexure 8.3.6**.

The Committee for Housing Matters resolved on 27 February 2020 to recommend to the Executive Mayoral Committee and Council that the matter in respect of the Witzenberg Municipality Housing Administration Policy be workshopped by Council.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipality Housing Administration Policy be workshopped by Council and after that be considered for approval.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipality Housing Administration Policy be workshopped by Council and after that be considered for approval.

8.3.7 Welfare: Food hamper distribution: July 2020 (17/16/1)

An item of the Executive Mayoral Committee meeting, still to be held, refers.

A memorandum from the Acting Manager: Socio-Economic Development, dated 16 July 2020, is attached as **annexure 8.3.7**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the report on the distribution of food hampers during July 2020.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the report on the distribution of food hampers during July 2020.

8.3.8 Lease of portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche (7/1/4/1)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Community Development, held on 23 July 2020.
- (b) An item of the Executive Mayoral Committee meeting still to be held.

A memorandum from the Acting Manager: Socio-Economic Development, dated 7 July 2020, is attached as **annexure 8.3.8**.

The Committee for Community Development resolved on 23 July 2020:

- (a) That the Committee for Community Development takes notice of the Lease of portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche.
- (b) That the Committee for Community Development recommends to the Executive Mayoral Committee and Council:
 - (i) that Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.
 - (ii) that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].
 - (iii) that, as the fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2(b)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.
 - (iv) that the Supply Chain process be followed.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.
- (b) that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].
- (c) that, as the fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2(b)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.
- (d) that the Supply Chain process be followed.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Council approves leasing of the building on erf 1, Pine Valley, Wolseley for a period of three (3) years.*
- (b) *that the property to be leased, is not required for the provision of the minimum level of basic services [MFMA Section 14.2(a)].*

- (c) *that, as the fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2(b)], the exemption of rental charges is considered on condition that the municipality leases the building as it is, and that the lessee does all repair work to the building.*
- (d) *that the Supply Chain process be followed.*

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Personnel matters: Retirement Policy: Witzenberg Municipality
(4/2/P & 1/3/1/32)**

The following items refer:

- (a) Item 4.4.1 of the Executive Mayoral Committee meeting, held on 3 October 2019.
- (b) Item 4.4.1 of the Special Council meeting, held on 4 October 2019.
- (c) Item 8.4.4 of the Council meeting, held on 30 October 2019.

The proposed Retirement Policy for Witzenberg Municipality is attached as **annexure 8.4.1**.

The policy was workshopped by Council on 29 May 2019.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Retirement Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 30 October 2019 that the Retirement Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

**8.4.2 Personnel matters: Leave Policy: Witzenberg Municipality
(4/2/P & 1/3/1/32)**

The following items refer:

- (a) Item 4.4.2 of the Executive Mayoral Committee meeting, held on 3 October 2019.
- (b) Item 4.4.2 of the Special Council meeting, held on 4 October 2019.
- (c) Item 8.4.5 of the Council meeting, held on 30 October 2019.

The proposed Leave Policy for Witzenberg Municipality is attached as **annexure 8.4.2**.

The policy was workshopped by Council on 29 May 2019.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Leave Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 30 October 2019 that the Leave Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

8.4.3 Conferment of Alderman status to Executive Mayor, Councillor BC Klaasen (SP/Klaasen BC)

The following memorandum, dated 18 August 2020, was received from the Municipal Manager:

"Purpose

To recommend to Council conferring Alderman status to the Executive Mayor, Councillor Barnito Klaasen.

Deliberation

In terms of Council's policy on the Conferment of Aldermanship on Councillors, Alderman / Alderlady status will be conferred on a Councillor if such Councillor has obtained 20 points during his/her term of office as a political office bearer. The Executive Mayor, Councillor Barnito Klaasen, was inducted as a Councillor on 26 September 2009. The Executive Mayor served as a member of the Executive Committee from 26 June 2011 until 26 February 2013. Councillor Klaasen was elected as Executive Mayor on 26 September 2015 and continued to serve as Mayor until the term of office came to an end. Councillor Klaasen was again elected as Executive Mayor by this Council on 17 August 2016 and continues to serve as Executive Mayor of Council. Councillor Klaasen has accumulated 23 points and qualifies to be inducted as Alderman of the Witzenberg Council.

Financial implications

None

Legal implications

None"

RECOMMENDED

- (a) *that Alderman status be conferred on the Executive Mayor, Councillor Barnito Klaasen.*
- (b) *that an appropriate ceremony be conducted to confer the status of Aldermanship on the Executive Mayor, Councillor Barnito Klaasen.*

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

10. FORMAL AND STATUTORY MATTERS

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

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

12. **COUNCIL-IN-COMMITTEE**

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 30 OCTOBER 2019 AT 09:00

PRESENT

Councillors

Alderman TT Godden (Speaker)
Councillor BC Klaasen (Executive Mayor)
Alderman K Adams (Deputy Executive Mayor)
Councillor TE Abrahams
Councillor P Daniels
Councillor P Heradien
Councillor MD Jacobs
Councillor D Kinnear
Councillor GG Laban
Councillor C Lottering
Councillor M Mdala
Councillor TP Mgoboza
Councillor ZS Mzauziwa-Mdishwa
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

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
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)

1. OPENING AND WELCOME

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

NOTED

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)**

An application for leave of absence from the meeting was received from Councillor MJ Ndaba (ANC).

UNANIMOUSLY RESOLVED

that the application for leave of absence from the meeting, received from Councillor MJ Ndaba (ANC), be approved and accepted.

2.2 Confidentiality and Conflict of Interest Declaration

The Confidentiality and Conflict of Interest Declaration was signed by all Councillors.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Speaker conveyed on behalf of Council congratulations to the following Councillors and spouses on their birthdays:

- Ms Anthea Klaasen 4 August
- Councillor P Heradien 28 August
- Ms Clara Laban 12 September
- Mr Joseph Visagie 15 September
- Ms Lorna Visagie 24 September
- Councillor D Swart 30 September
- Councillor T Abrahams 6 October
- Alderman J Visagie 17 October
- Ms Karin Swart 20 October

NOTED

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

The Speaker mentioned that the Ward Councillors and Ward Committee members had been invited to a meeting. Unfortunately only the Ward Committee members pitched for the meeting. The Speaker reprimanded the Ward Councillors and requested them to lead by example.

NOTED

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

- (a) The Executive Mayor mentioned that a symposium is being held by the *Landbouweekblad* in respect of land on 14 and 15 November 2019 in the Witzenberg area. Councillors who are interested to attend are welcome to submit their names to the office of the Speaker.
- (b) The Executive Mayor mentioned that the By-Law: Rules of Order for meetings of the Witzenberg Council is supreme and requested Councillors to honour it.
- (c) The Executive Mayor announced that in terms of the Cost Containment Regulations the annual Christmas Market and yearend function for the elderly cannot be held and that the communities will be informed accordingly.
- (d) The Executive Mayor congratulated Sole Leather as the Best Entrepreneur in the Witzenberg Municipality.
- (e) The Executive Mayor congratulated Cameron Hufke, a resident of Bella Vista, Ceres, who was elected as a Springbok Sevens player for the squad who will be competing in Dubai.
- (f) The Executive Mayor mentioned that the coming festive season is at hand. It is a difficult time for the communities, but Council will assist to manage it to the best of their ability. The announcements of the Minister of Finance are expected and the expectation is that it will impact on the municipality in terms of a decrease in grants. The State President, Mr Cyril Ramaphosa, also announced that the days of *free* and *non-payment* are over and that municipalities must promote regular payments.
- (g) The Executive Mayor mentioned that the matter in respect of the Pine Forest appeal will be heard on 15 November 2019 in the court. Council will be updated after the court decision.
- (h) The Executive Mayor mentioned that the Whippy System was accepted, which defined that all Council meetings will have a Whippy meeting prior to any Council meeting.
- (i) The Executive Mayor congratulated the Rastafarian community on its Day of Festival on 2 November 2019. The Mayor mentioned that the minority Muslim community is important, welcomed, honoured and respected in the Witzenberg municipal area and that their special days are also recognised. The Mayor requested that the minority communities inform him timeously of their special days and/or that Councillors submit the days to him.

NOTED

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 31 July 2019: **Annexure 4.1(a).**
- (b) Special Council meeting, held on 23 August 2019: **Annexure 4.1(b).**
- (c) Special Council meeting, held on 4 October 2019: **Annexure 4.1(c).**

UNANIMOUSLY RESOLVED

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

- (a) *Council meeting, held on 31 July 2019.*
- (b) *Special Council meeting, held on 23 August 2019.*
- (c) *Special Council meeting, held on 4 October 2019.*

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	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.		
4.2.2	15/4/P	Item 8.2.4 of 31 July 2019 Proposed Integrated Zoning Scheme By-Law for Witzenberg	Manager: Town Planning and Building Control	(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.		

UNANIMOUSLY RESOLVED

That notice be taken of the outstanding matters.

5. MOTIONS AND NOTICE OF SUGGESTIONS

**5.1 Mosie: Raadsheer TT Godden (COPE)
(15/4/1/1/4/5)**

Hierdie aangeleentheid is in-komitee hanteer onder item 12.2.7.

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) Committee for Local Economic Development and Tourism, held on 18 April 2018: **Annexure 7.1(a).**
- (b) Committee for Local Economic Development and Tourism, held on 13 June 2018: **Annexure 7.1(b).**
- (c) Committee for Local Economic Development and Tourism, held on 19 September 2018: **Annexure 7.1(c).**
- (d) Committee for Corporate and Financial Services, held on 18 October 2018: **Annexure 7.1(d).**
- (e) Municipal Public Accounts Committee, held on 16 January 2019: **Annexure 7.1(e).**
- (f) Committee for Community Development, held on 14 February 2019: **Annexure 7.1(f).**
- (g) Committee for Corporate and Financial Services, held on 19 February 2019: **Annexure 7.1(g).**
- (h) Committee for Local Economic Development and Tourism, held on 20 February 2019: **Annexure 7.1(h).**
- (i) ICT Steering Committee, held on 29 April 2019: **Annexure 7.1(i).**
- (j) Performance, Risk and Audit Committee, held on 17 May 2019: **Annexure 7.1(j).**
- (k) Executive Mayoral Committee, held on 27 May 2019: **Annexure 7.1(k).**
- (l) Committee for Housing Matters, held on 23 July 2019: **Annexure 7.1(l).**
- (m) Committee for Community Development, held on 25 July 2019: **Annexure 7.1(m).**
- (n) Committee for Corporate and Financial Services, held on 25 July 2019: **Annexure 7.1(n).**
- (o) Local Labour Forum, held on 26 July 2019: **Annexure 7.1(o).**
- (p) Performance, Risk and Audit Committee, held on 2 August 2019: **Annexure 7.1(p).**

UNANIMOUSLY RESOLVED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

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

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019.
- (b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019.
- (d) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.
- (e) Item 7.1.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

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

- (a) April 2019 **Annexure 8.1.1(a)**
- (b) May 2019 **Annexure 8.1.1(b)**
- (c) June 2019 **Annexure 8.1.1(c)**
- (d) July 2019 **Annexure 8.1.1(d)**

The Committee for Corporate and Financial Services resolved on 25 July 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019:

“The Acting Chief Financial Officer tabled the Section 71 Monthly Budget Statement Reports for April, May and June 2019. The Performance, Risk and Audit Committee decided to focus on the June 2019 report and highlighted the following:

- That the total operational revenue for the period 1 July 2018 until 30 June 2019 is 92,86 %.
- That the total operational revenue for the period supra does not include the fines revenue which stands on R7 million material in nature.
- The problem of the fines revenue is municipal wide in all municipalities with high risks. The representative of AGSA mentioned that Treasury is in a process to assist municipalities with the problems to obtain documentation from the provincial traffic department.
- That the capital expenditure for the period 1 July 2018 until 30 June 2019 is 96,45 %.

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- That government departments are repeatedly requested to pay their outstanding municipal monies, but with limited success.
- That the financial deviations in respect of Mafoko Security Services were due to the increase in vandalism, taxi violence and service delivery protest actions which necessitated armed response.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee takes notice of the Section 71 Monthly Budget Statement Reports for April, May and June 2019 and, after consideration, same be approved and accepted.”

The Committee for Corporate and Financial Services resolved on 22 August 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 13 September 2019:

“The Manager: Financial Administration tabled the Section 71 Monthly Budget Statement Report for July 2019 and the following was highlighted:

- The Performance, Risk and Audit Committee requested that a comparison be shown between the current and the previous in terms of accounts amounting vs indigent cost (p. 6).
- That the YTD actuals and YTD budget (p. 10) do not correlate.
- That the bulk debt of the organs of state are property rates.

The Performance, Risk and Audit Committee resolved on 13 September 2019 to recommend to Council that the Performance, Risk and Audit Committee, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019.”

The Executive Mayoral Committee resolved on 24 October to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for April, May, June and July 2019. The following matters were highlighted:

- Questions were raised in respect of the tender awarded to Mafoko Security with regard to:
 - the period of the tender
 - the reasons for deviations to pay the company

The Acting Chief Financial Officer and Municipal Manager clarified the questions. Council requested that all relevant documentation in respect of the matter of the tender Mafoko Security be tabled to Council.

On request of Council the Speaker granted a caucus break from 10:20 until 11:20.

The following recommendation was tabled to Council:

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 April, May, June and July 2019 and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

- (a) *that the Municipal Manager submits all relevant documentation in respect of deviations in favour of Messrs Mafoko Security to Council.*
- (b) *that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.*

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

The following items refer:

- (a) Item 8.1.4 of the Council meeting, held on 31 July 2019.
- (b) Item 8.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (c) Item 7.1 of the Municipal Public Accounts Committee meeting, held on 20 August 2019.

The Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2018/2019 is not attached again as it was already tabled to Council.

Council unanimously resolved on 31 July 2019:

- (a) 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.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee, after consideration, takes notice of the Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2018/2019 and that same be approved and accepted.

Extract from minutes of Municipal Public Accounts Committee meeting, held on 20 August 2019:

"The Acting Chief Financial Officer submitted the Section 52(d) reports for the periods 1 October 2018 to 31 December 2018; 1 January 2019 to 31 March 2019 and 1 April 2019 to 30 June 2019. The following matters were highlighted:

- Total operational revenue for period 1 July 2018 until 30 June 2019 is 92,42%.
- Total capital expenditure for the period 1 July 2018 until 30 June 2019 is 94,42%.

The Manager: Performance and Projects submitted the Performance Report. The following matters were highlighted.

- The performance has met the expectations of Council and the community. The targets met were high in comparison with other municipalities especially in the Directorate: Technical Services. The targets met of losses were also good.
- That 32 out of 36 targets were met and in cases where the performance targets were not met sufficient reasons were provided.
- Explanations provided for non-achievement are in the case of electricity the theft of electricity in the informal areas which contribute to the non-achievement of the target. In the case of under expenditure in respect of the capital budget in the Community Directorate sufficient reasons were provided as well.
- The impact on the service delivery and expenditure objections in the budget where the capital targets were not met was mainly in the Directorate Community Services funds and this funds will be transferred to the next year.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) takes notice of the quarterly reports of the Mayor on the implementation of the budget and the state of affairs of the municipality [Section 52(d)] and approved and same be accepted."

UNANIMOUSLY RESOLVED

- that notice be taken that the Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2018/2019 has already been tabled to and accepted and approved by Council on 31 July 2019.*
- that notice be taken of the recommendations of the Performance, Risk and Audit Committee and Municipal Public Accounts Committee respectively to Council.*

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

The following items refer:

- Item 7.1.7 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- Item 8.1.9 of the Council meeting, held on 31 July 2019.
- Item 7.1.2 of the Executive Mayoral Committee meeting held on 24 October 2019.

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 8.1.3**.

The following recommendation was 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.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Terms of Reference of the Disciplinary Board for Financial Misconduct be held in abeyance and be workshopped by the Executive Mayoral Committee and after that be submitted to Council with a recommendation.

Council unanimously resolved on 31 July 2019:

that the matter in respect of the Terms of Reference of the Disciplinary Board for Financial Misconduct be held in abeyance and be workshopped by the Executive Mayoral Committee and after that be submitted to Council with a recommendation.

The following recommendation was 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.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter in respect of the Disciplinary Board for Financial Misconduct be workshopped by Council.

UNANIMOUSLY RESOLVED

that the matter in respect of the Disciplinary Board for Financial Misconduct be workshopped by Council.

**8.1.4 Library Services: Non-binding VAT ruling
(5/10/5)**

Item 7.1.6 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum from the Acting Director: Finance, dated 21 October 2019, is attached as **annexure 8.1.4**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that notice be taken of the contents of the memorandum regarding Library Services: Non-binding VAT ruling.

UNANIMOUSLY RESOLVED

(a) *that Council, after consideration, takes notice of the contents of the memorandum regarding Library Services: Non-binding VAT ruling.*

(b) *that the matter supra (a) be submitted to SARS.*

**8.1.5 PRAC review: Fraud and Corruption Prevention Policy and Response Plan
(5/14/P)**

Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

In terms of the Fraud and Corruption Prevention Policy the Performance Risk and Audit Committee shall annually review this policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Fraud and Corruption Prevention Policy and Response Plan, dated July 2019, is attached as **annexure 8.1.5**.

The Head: Internal Audit tabled the Fraud and Corruption Prevention Policy for revision.

The Performance, Risk and Audit Committee resolved on 2 August 2019:

(a) that the Head: Internal Audit removes paragraph 10.5 from the policy.

(b) that the Performance, Risk and Audit Committee recommends to Council:

that the Performance, Risk and Audit Committee takes notice of the amendments to the Fraud and Corruption Prevention Policy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

that the matter in respect of the Fraud and Corruption Prevention Policy and Response Plan be held in abeyance and be workshopped by Council.

8.1.6 PRAC review: Fraud and Corruption Prevention Strategy (5/14/P)

Item 7.2 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

In terms of the Fraud and Prevention Policy the Chief Risk Officer shall annually review the Fraud and Corruption Prevention Strategy and seek advice from the Performance Risk and Audit Committee to determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Fraud and Corruption Prevention Strategy, dated 19 July 2019, is attached as **annexure 8.1.6**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Fraud and Corruption Prevention Strategy be held in abeyance and be workshopped by Council.

8.1.7 PRAC review: Whistle Blowing Policy (5/14/P)

Item 7.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

In terms of the Whistle Blowing Policy the Performance and Risk Audit Committee shall annually review this policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Whistle Blowing Policy be updated and amended and after that be tabled to Council for adoption.

The amended Whistle Blowing Policy, dated July 2019, is attached as **annexure 8.1.7**.

The following recommendation was tabled to Council:

that notice be taken of the Whistle Blowing Policy and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Whistle Blowing Policy be held in abeyance and be workshopped by Council.

**8.1.8 Annual Risk Assessment Report: 30 June 2019
(5/14/2)**

Item 7.5 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The Annual Risk Assessment Report, dated June 2019, is attached as **annexure 8.1.8**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that notice be taken of the Annual Risk Assessment Report ended 30 June 2019 and same, after consideration, be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Annual Risk Assessment Report ended 30 June 2019 and same, after consideration, be accepted.

**8.1.9 PRAC Charter with effect from 1 July 2019
(5/14/2)**

Item 8.4 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The PRAC Charter with effect from 1 July 2019, dated July 2019, is attached as **annexure 8.1.9**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that the PRAC Charter be reviewed and adopted and after that returned to the Performance, Risk and Audit Committee for implementation.

UNANIMOUSLY RESOLVED

that the PRAC Charter with effect from 1 July 2019, after consideration, be adopted and returned to the Performance, Risk and Audit Committee for implementation.

**8.1.10 Internal Audit Report: Compliance with Division of Revenue Act, 2018 (DORA)
(5/14/2)**

Item 8.5 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

The Internal Audit Report on Compliance with the Division of Revenue Act, 2018 (DORA), dated June 2019, is attached as **annexure 8.1.10**.

The Head: Internal Audit tabled the Internal Audit Report in respect of the Compliance with the Division of Revenue Act, 2018 (DORA).

The Performance, Risk and Audit Committee accepted the report and requested that the date on page 9 which reads *January 2018* be corrected to read *January 2019*.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that the Performance, Risk and Audit Committee, after consideration, takes notice of the Internal Audit Report in respect of the Compliance with the Division of Revenue Act, 2018 (DORA) and that same be approved and accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Internal Audit Report in respect of the Compliance with the Division of Revenue Act, 2018 (DORA) and, after consideration, same be approved and accepted.

**8.1.11 Annual confirmation of organisational independence of Internal Audit Activity
(5/14/3)**

Item 8.6 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019, refers.

A memorandum from the Head: Internal Audit, dated 30 July 2019, is attached as **annexure 8.1.11**.

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

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

that, based on the above assessment, it is concluded that the Witzenberg Internal Audit Activity is allowed to fulfil its responsibilities and that the Internal Audit Activity is independent.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that the Performance, Risk and Audit Committee, after consideration, takes notice of the matter in respect of the annual confirmation of organisational independence of the Internal Audit Activity and recommends that same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the matter in respect of the annual confirmation of organisational independence of the Internal Audit Activity and, after consideration, same be accepted.

**8.1.12 State and Provincial funds: MIG Sport Projects
(5/6/1)**

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum from the Manager: Projects and Performance, dated 15 August 2019, is attached as **annexure 8.1.12**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

That virement transfer of abovementioned budgets for the Tulbagh and Wolseley upgrade of sport facilities as set out above be approved with the subsequent adjustment of the 2019/20 budget at the budget adjustment process in February 2020:

UKey	Project name	Budget
20180707024068	Ceres upgrade of Lyell Street sport facilities	12 940 693
20190703064041	Tulbagh sport facilities upgrade	0
20190703064038	Wolseley sport facilities upgrade	0

UNANIMOUSLY RESOLVED

That virement transfer of abovementioned budgets for the Tulbagh and Wolseley upgrade of sport facilities as set out above be approved with the subsequent adjustment of the 2019/20 budget at the budget adjustment process in February 2020:

UKey	Project name	Budget
20180707024068	Ceres upgrade of Lyell Street sport facilities	12 940 693
20190703064041	Tulbagh sport facilities upgrade	0
20190703064038	Wolseley sport facilities upgrade	0

**8.1.13 Municipal Public Accounts Committee (MPAC) Charter: July 2019
(02/01/2)**

Item 7.2 of the Municipal Public Accounts Committee meeting, held on 20 August 2019, refers.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.13**.

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC) Charter.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) after consideration, takes notice of the Municipal Public Accounts Committee (MPAC) Charter and same be approved and accepted.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter, dated July 2019, be held in abeyance and be workshopped by Council.

8.1.14 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter of 2019/2020 (1 July 2019 until 30 September 2019) (9/1/22)

Item 7.1.4 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the 1st quarter of 2019/2020 is attached as **annexure 8.1.14**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

- (a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019.
- (b) that the report be tabled to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019 and, after consideration, same be accepted.*
- (b) *that the report be tabled to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.*

8.1.15 Memorandum: Action against water demand management meters (5/12/4)

Item 7.1.5 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

The ANC component requested a caucus break from 11:20 until 12:45.

A memorandum from the Fighting for Water Justice Coalition regarding the water demand management meters, dated 10 October 2019, is attached as **annexure 8.1.15**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

- (a) that Council continues with the installation of water management devices.
- (b) that Council confirms that the Indigent Policy is freely accessible to all people.
- (c) that Council does have meetings with the communities for consultation.
- (d) that the Witzenberg Municipality does not intimate women.

Alderman JW Schuurman proposed that Council embarks on a roadshow to explain to the communities the matter with regard to the water demand management meters and that after the information sessions a decision be made by Council. Councillor N Phatsoane seconded.

Councillor BC Klaasen proposed that Council accepts the recommendations of the Executive Mayoral Committee as stated in the agenda. Alderman JJ Visagie seconded.

The Speaker called for a secret vote and the outcomes were as follows:

Votes in favour of the proposal Executive Mayoral Committee recommendations accepted:	11
Votes in favour of the proposal information sessions be held:	9
Votes abstained:	<u>1</u>
Total votes	<u>21</u>

RESOLVED

- (a) *that Council continues with the installation of water management devices.*
- (b) *that Council confirms that the Indigent Policy is freely accessible to all people.*
- (c) *that Council does have meetings with the communities for consultation.*
- (d) *that the Witzenberg Municipality does not intimidate women.*

8.1.16 Travel Management Policy (4/5/P)

The following items refer:

- (a) Item 4.1.1 of the Executive Mayoral Committee meeting, held on 3 October 2019.
- (b) Item 4.1.1 of the Special Council meeting, held on 4 October 2019.

The Travel Management Policy is attached as **annexure 8.1.16**.

The Executive Mayoral Committee resolved on 3 October 2019 that the Travel Management Policy be workshopped by Council and after that be tabled to Council for approval and adoption.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Travel Management Policy, after being workshopped and considered, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Travel Management Policy be held in abeyance and be workshopped by Council.

UNANIMOUSLY RESOLVED

that the Travel Management Policy, as amended, be approved and adopted.

8.1.17 PRAC review: Internal Audit Charter: 1 July 2019 until 30 June 2020 (5/14/2)

Item 8.2 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019, refers.

In terms of the Internal Audit Charter, the charter should be annually reviewed for Council approval.

The Performance, Risk and Audit Committee resolved on 13 September 2019:

- (a) that the Performance, Risk and Audit Committee, after consideration, accepts the Internal Audit Charter for the period 1 July 2019 until 30 June 2020.
- (b) that the Head: Internal Audit finalise the reviewed document for tabling to Council for approval.

The Internal Audit Charter with effect from 1 July 2019 until 30 June 2020, dated June 2019, is attached as **annexure 8.1.17**.

UNANIMOUSLY RESOLVED

that the Internal Audit Charter, effective from 1 July 2019 until 30 June 2020, after consideration, be accepted.

8.2 Direktooraat 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, held on 29 July 2019.
- (d) Item 8.2.1 of the Council meeting, held on 31 July 2019.
- (e) Item 7.2.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

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 Agricultural Society. A property developer, Dorpstraat, Stellenbosch, approached the Ceres Agricultural Society 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 be 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 Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the waiver of the pre-emptive right on erf 3775, Ceres be held in abeyance pending a presentation in this regard to Council.

Council unanimously resolved on 31 July 2019 that Council takes notice of the presentation by Messrs Dorpstraat Property Development in respect of the proposed development at the entrance of Ceres Town and accepts same.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that Council not waive the pre-emptive right on erf 3775, Ceres, but to develop the land for sport activities.

UNANIMOUSLY RESOLVED

that Council not waive the pre-emptive right on erf 3775, Ceres, but that the authorisation be granted to Administration to start a process of acquiring the land and have it developed for sport purposes.

8.2.2 Notariële akte van serwituut en samewerkingsooreenkoms: Ceres Koekedouw Besproeiingsraad: Koekedouw Dam (16/2/1/1/1)

Item 7.2.2 van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 24 Oktober 2019, verwys.

'n Memorandum vanaf die Direkteur: Tegnieuse Dienste, gedateer 14 Oktober 2019, word aangeheg as **bylae 8.2.2**.

Die Uitvoerende Burgemeesterskomitee het op 24 Oktober 2019 besluit om by die Raad aan te beveel dat die Koekedouw Besproeiingsraad ingelig word dat hulle versoek vir addisionele rouwater nie moontlik is nie, aangesien Vlak 1 waterbeperkings volgens alle aanduidings in die tweede kwartaal van 2020 ingestel moet word en dit bots met die "early warning" kriteria soos per die Raad se goedgekeurde droogtebestuursplan.

EENPARIG BESLUIT

Dat die Koekedouw Besproeiingsraad ingelig word dat hulle versoek vir addisionele rouwater nie moontlik is nie, aangesien Vlak 1 waterbeperkings volgens alle aanduidings in die tweede kwartaal van 2020 ingestel moet word en dit bots met die "early warning" kriteria soos per die Raad se goedgekeurde droogtebestuursplan.

8.2.3 Proposed position of the Waste Transfer Station at Wolseley (17/3/2)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Technical Services, held on 24 July 2019.
- (b) Item 7.2.3 of the Executive Mayoral Committee meeting held on 24 October 2019.

A memorandum from the Senior Superintendent: Waste and Cleansing Services, dated 3 June 2019, is attached as **annexure 8.2.3**.

The Committee for Technical Services resolved on 24 July 2019 to recommend to the Executive Mayoral Committee and Council

that a portion of erf 72, Wolseley be approved as a suitable area for the construction of a Waste Transfer Station as per the attached sketch plan.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that a portion of erf 72, Wolseley be approved as a suitable area for the construction of a Waste Transfer Station as per the attached sketch plan.

UNANIMOUSLY RESOLVED

that a portion of erf 72, Wolseley be approved as a suitable area for the construction of a Waste Transfer Station as per the attached sketch plan.

**8.2.4 Proposed renting of a portion of erf 1, Prince Alfred's Hamlet to Mr Abraham van der Merwe
(7/1/4/1)**

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 24 July 2019.
- (b) Item 7.2.4 of the Executive Mayoral Committee meeting held on 24 October 2019.

A memorandum from the Director: Technical Services, dated 3 June 2019, is attached as **annexure 8.2.4**.

The Committee for Technical Services resolved on 24 July 2019 to recommend to the Executive Mayoral Committee and Council

- (a) that approximately 3 000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per the attached sketch plan.
- (b) that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that approximately 3 000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per the attached sketch plan.
- (b) that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the proposed renting of a portion of erf 1, Prince Alfred's Hamlet be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the proposed renting of a portion of erf 1, Prince Alfred's Hamlet to Mr Abraham van der Merwe, be held in abeyance until the next meeting.

**8.2.5 Waste Characterisation and Brand Audit Report
(17/03/2)**

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Technical Services, held on 24 July 2019.
- (b) Item 7.2.5 of the Executive Mayoral Committee meeting held on 24 October 2019.

The following documents are attached:

- (a) Memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 4 June 2019: **Annexure 8.2.5(a)**.
- (b) Waste Characterisation and Brand Audit Report, dated 10 May 2019: **Annexure 8.2.5(b)**.

The Committee for Technical Services resolved on 24 July 2019 that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

- (a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.
- (b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.
- (b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Waste Characterisation and Brand Audit Report be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the Waste Characterisation and Brand Audit Report be held in abeyance until the next meeting.

8.2.6 Town Planning: Additional dwelling units on single residential erven: Effect on bulk infrastructure (15/4/R)

Item 7.2.6 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum with annexures from the Director: Technical Services, dated 30 September 2019, is attached as **annexure 8.2.6**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) That, due to the electricity network being the limiting factor, the maximum number of new connections (or second dwelling units) using the available spare capacity in each town be limited as follows:

Town	Consumption equivalent to the undermentioned low or high consumption users		Area
	Number of low consumption consumers	Number of high consumption users	
Ceres	1 132	377	Throughout the town
Tulbagh	200	66	Throughout the town
Wolseley	254	85	Mainly in the Pine Valley area

- (b) That applications for second dwelling units in ESKOM supply areas (Prince Alfred's Hamlet and Op-die-Berg) must receive ESKOM approval before being considered by the municipality.
- (c) That Council takes notice that the approval of additional dwellings on existing residential erven increases the impact on the existing infrastructure without significant income to Council.
- (d) That all residential erven does not automatically have a right for additional units and shall be approved by the Director.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding additional dwelling units on single residential erven be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of additional dwelling units on single residential erven and the effect on bulk infrastructure be held in abeyance until the next meeting.

8.2.7 Application to install solar panels at Vadersgawe: Esselfontein Road, Ceres (16/03/R)

Item 7.2.7 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum from the Senior Manager: Electro-Technical Services, dated 22 September 2019, is attached as **annexure 8.2.7**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

- (i) that Council considers and takes notice of the report regarding the Vadersgawe application to install a Small Scale Embedded Generation (SSEG) plant.
- (ii) that the Vadersgawe application for the installation of 223,65 kWp solar panels be approved by Council.

UNANIMOUSLY RESOLVED

- (a) *that Council considered and took notice of the report regarding the Vadersgawe application to install a Small Scale Embedded Generation (SSEG) plant.*
- (b) *that the Vadersgawe application for the installation of 223,65 kWp solar panels be approved by Council.*

8.2.8 Policy for appointment of consultants as per Cost Containment Regulations (5/P)

The following items refer:

- (a) Item 4.2.1 of the Executive Mayoral Committee meeting, held on 3 October 2019.
- (b) Item 4.2.1 of the Special Council meeting, held on 4 October 2019.

The following memorandum, dated 10 September 2019, was received from the Director: Technical Services:

“1. Purpose

The purpose of the report is to approve the Policy for the Appointment of consultants, 2019.

2. Background

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 for Municipal Cost Containment. These regulations were published by National Treasury in the Government Gazette No. 42514 of 7 June 2019 and will be used as a guideline in drafting the Policy for the Appointment of consultants, 2019.

3. Legal framework

The municipality’s operations are governed by an array of different acts and this policy should be understood within the context of the compilation of all these legislations. The following Acts and prescripts are central in defining the municipality’s boundaries and areas of influence:

- Constitution of the Republic of South Africa, 1996
- Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, 2003 (Act 53 of 2003)
- Municipal Cost Containment Regulations, 2019, herein after referred to as the Regulations.

4. Financial impact

As per clause 5(2) of the Cost Containment Regulations:

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."

The Policy for the appointment of consultants, 2019 is attached as **annexure 8.2.8**.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Policy for the appointment of consultants, 2019, after being workshopped and considered, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Policy for the appointment of consultants, 2019, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Policy for the appointment of consultants as per Cost Containment Regulations be held in abeyance and be workshopped by Council.

The matter was workshopped by Council on 29 October 2019.

UNANIMOUSLY RESOLVED

that the Policy for the appointment of consultants as per Cost Containment Regulations, 2019, after consideration, be approved and adopted.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

**8.3.1 Housing: Witzenberg Municipal Housing Pipeline for 2019/2020
(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 held on 29 July 2019.
- (g) Item 8.3.1 of the Council meeting, held on 31 July 2019.
- (h) Item 7.3.1 of the Executive Mayoral Committee meeting held on 24 October 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.

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 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 29 July 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 31 July 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:

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 24 October 2019 to recommend to Council that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2019/2020 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.
- (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 held on 29 July 2019.
- (i) Item 8.3.2 of the Council meeting, held on 31 July 2019.
- (j) Item 7.3.2 of the Executive Mayoral Committee meeting held on 24 October 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.

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 was tabled to the Executive Mayoral Committee on 29 July 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 29 July 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 31 July 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 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 24 October 2019 to recommend to Council that the matter regarding the Busy Bee Building, Tulbagh be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the Busy Bee Building, Tulbagh be held in abeyance until the next meeting.

8.3.3 Witzenberg Municipality: Conditions for the hiring of Community Halls (17/8/3)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Community Development, held on 22 August 2019.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 24 October 2019.

A memorandum received from the Manager: Amenities and Environment, dated 11 July 2019, is attached as **annexure 8.3.3**.

The Committee for Community Development resolved on 22 August 2019 to recommend to the Executive Mayoral Committee and Council:

that the matter with regard to the conditions for hiring community halls in the Witzenberg Municipality be deliberated by Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the conditions for the hiring of Community Halls be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the conditions for the hiring of Community Halls be held in abeyance until the next meeting.

**8.3.4 Draft Air Quality Management Plan: Review 2019
(17/1/4/P)**

Item 7.3.4 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

The following report, dated 15 October 2019, was received from the Environmental Officer:

“Background

The Air Quality Management Plan has to be reviewed every five years. The last time the Plan was tabled to and approved by Council was 28 May 2014. The Draft Air Quality Management Plan Review 2019 is attached as **annexure 8.3.4**.

Deliberation

A public notice was placed in the Witzenberg Herald that the Draft Air Quality Management Plan Review 2019 is available for inspection and public inputs on the municipal website and the various libraries and municipal offices. The closing date for comments is 1 November 2019. The Plan will be tabled to Council for approval after the Public Participation Process.”

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that notice be taken of the Draft Air Quality Management Plan Review 2019.

UNANIMOUSLY RESOLVED

that notice be taken of the Draft Air Quality Management Plan Review 2019.

8.4 Direkoraat 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 held on 29 July 2019.
- (d) Item 8.4.1 of the Council meeting, held on 31 July 2019.
- (e) Item 7.4.1 of the Executive Mayoral Committee meeting held on 24 October 2019.

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 Executive Mayoral Committee resolved on 29 July 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 31 July 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 and be workshopped by Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend 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.

8.4.2 Council's immovable property: Pigeon Society Clubhouse: Erf 496, Stamper Street, Wolseley (7/1/4/1)

The following items refer:

- (a) Item 6.4 of the meeting of the Committee for Corporate and Financial Services, held on 28 August 2019.
- (b) Item 7.4.2 of the Executive Mayoral Committee meeting, held on 24 October 2019.

A memorandum from the Senior Legal Advisor, dated 21 January 2019, is attached as **annexure 8.4.2**.

The Committee for Corporate and Financial Services resolved on 28 August 2019 to recommend to the Executive Mayoral Committee and Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

8.4.3 Delimitation of wards 2019-2020 in preparation for 2021 Local Government elections (3/1/1/2)

A circular from the Municipal Demarcation Board, dated 7 October 2019, is attached as **annexure 8.4.3**.

UNANIMOUSLY RESOLVED

that Council takes notice, after consideration, of the circular from the Municipal Demarcation Board.

8.4.4 Personnel matters: Retirement Policy: Witzenberg Municipality (4/2/P & 1/3/1/32)

The following items refer:

- (a) Item 4.4.1 of the Executive Mayoral Committee meeting, held on 3 October 2019.
- (b) Item 4.4.1 of the Special Council meeting, held on 4 October 2019.

The proposed Retirement Policy for Witzenberg Municipality is attached as **annexure 8.4.4**.

The policy was workshopped by Council on 29 May 2019.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Retirement Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Retirement Policy for Witzenberg Municipality, after consideration, be approved and adopted.

UNANIMOUSLY RESOLVED

that the Retirement Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

**8.4.5 Personnel matters: Leave Policy: Witzenberg Municipality
(4/2/P & 1/3/1/32)**

The following items refer:

- (a) Item 4.4.2 of the Executive Mayoral Committee meeting, held on 3 October 2019.
- (b) Item 4.4.2 of the Special Council meeting, held on 4 October 2019.

The proposed Leave Policy for Witzenberg Municipality is attached as **annexure 8.4.5**.

The policy was workshopped by Council on 29 May 2019.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Leave Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Leave Policy for Witzenberg Municipality, after consideration, be approved and adopted.

UNANIMOUSLY RESOLVED

that the Leave Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

8.4.6 Mayoral Bursary Fund Policy: Witzenberg Municipality (5/P)

The following items refer:

- (a) Item 4.4.3 of the Executive Mayoral Committee meeting, held on 3 October 2019.
- (b) Item 4.4.3 of the Special Council meeting, held on 4 October 2019.

The proposed Mayoral Bursary Fund Policy for Witzenberg Municipality is attached as **annexure 8.4.6**.

The policy was workshopped by Council on 29 May 2019.

The Executive Mayoral Committee resolved on 3 October 2019 to recommend to Council that the Mayoral Bursary Fund Policy for Witzenberg Municipality, after being workshopped and considered, be approved and adopted.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Mayoral Bursary Fund Policy for Witzenberg Municipality, after consideration, be approved and adopted.

Council unanimously resolved on 4 October 2019 that the matter in respect of the Mayoral Bursary Fund Policy for Witzenberg Municipality be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that the Mayoral Bursary Fund Policy for Witzenberg Municipality, after consideration, be approved and adopted.

UNANIMOUSLY RESOLVED

that the Mayoral Bursary Fund Policy for Witzenberg Municipality be workshopped by Council and after that be tabled to Council for approval.

8.4.7 Property exchange transaction: Erf 5957 Nduli and Nduli commonage (erf 5958), Ceres (7/1/1/1 & 7/1/4/2)

Item 7.4.3 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

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

“Purpose

To consider recommending to Council to approve a possible property exchange transaction between the owner of a portion of erf 5957, Nduli, Ceres and the Witzenberg Municipality who is the owner of a portion of the Nduli commonage, erf 5958.

Deliberation

Mr Petrus Johannes Mostert is the registered owner of erf 5957, Nduli, Ceres. A copy of the Deeds Registry enquiry to this effect is attached as **annexure 8.4.7(a)**.

A portion of this erf is covered with graves and is generally been regarded by the public as part of the Nduli cemetery. This confusion crept as a result of a fence that was erroneously erected as a border fence between the graveyard and the private erf. The owner is frustrated, because he cannot use his property for the purpose required. He has proposed, in an attempt to resolve the impasse, that the municipality considers alienating a portion of commonage 5958, which is reflected on the attached **annexure 8.4.7(b)** with an X, in favour of himself. The portion of the commonage marked with an X is the property where the mobile post office has been erected. (The post office has been vandalised and the indication is that it will not be repaired or replaced). The Post Office previously indicated, prior to the destruction of the building, that they will rather sub-lease the building than conducting any services themselves. The size of the property in question is 775 square metres.

The owner, Mr Mostert, will in exchange for the commonage transfer a portion of erf 5957, marked as Y on the Google map, to the municipality for incorporation to the graveyard. The size of the portion marked Y is 993 square metres. The proposal further includes that no financial considerations be given for the transfer of the properties.

Legal implication

The alienation of the municipal property must be dealt with in terms of Section 14 of the Municipal Finance Act. In this instance the municipality must take a decision that the property is not required for minimum service delivery. The municipality is currently impeding on the rights of the owner of erf 5957. The market value of the asset to be received will in any event be higher than the value of the asset to be alienated.

Financial implication

There will be no financial implications except for the cost of any subdivision, consolidation, transfer cost and any other incidental costs relating to the transfer of the property.”

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

8.4.8 Legislation: Amendments to AARTO Act (17/7/4/P)

Item 7.4.4 of the Executive Mayoral Committee meeting, held on 24 October 2019, refers.

A memorandum from the Manager: Traffic Services, dated 29 August 2019, is attached as **annexure 8.4.8**.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that notice be taken of the current status of AARTO.

UNANIMOUSLY RESOLVED

that Council takes notice of the matter in respect of the amendments to the AARTO Act.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

10. FORMAL AND STATUTORY MATTERS

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

10.1.1 SALGA conference: Western Cape

The Executive Mayor gave the following feedback on the SALGA conference:

- (a) That SALGA be authorised to institute action against the Pension Fund and make a decision on the current members. Councillors affected in the municipality are Councillors BC Klaasen, D Swart and Alderman JJ Visagie. The matter will be tabled to Council to deliberate on same.
- (b) SALGA discussed the matter of water management in the Western Cape.
- (c) SALGA discussed the status of the economy in the country and the impact thereof on municipalities as well as the expected announcements of the Minister of Finance.
- (d) Meeting was adjourned earlier, because of unrest in Piketberg and could not continue on the second day.

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

**11.1 Questions raised by Alderlady JT Phungula on behalf of ANC
(3/1/2/2)**

A list of questions received from the ANC Chief Whip, Alderlady JT Phungula, is attached as **annexure 11.1**.

(a) Mafoko Security

That a brief overview be given in respect of Mafoko Security with regard to the timeframe of the contract.

(b) Vacancy: Manager: Resorts and Swimming Pools

Questions were raised in respect of the filling of the vacant position of Manager: Resorts and Swimming Pools.

The Municipal Manager responded that nobody is acting due to a lack of criteria.

(c) EPWP Projects

That EPWP workers are requested to borrow money in exchange for jobs. Complaints have been made to Councillors that these workers do not know anything about their future.

(d) Abuse of women

Concern was expressed about the abuse of women and that the names of the culprits are known.

(e) Ward committees

Concern was expressed about the allocations of the wards in respect of the Cost Containment Regulations. The Executive Mayor mentioned that Ward Committee members had complained directly to the MEC.

(f) Year-end function for the elderly

The annual year-end function for the elderly has been terminated due to the Cost Containment Regulations.

RESOLVED

(a) *that the matter in respect of the contract with Messrs Mafoko Security will be dealt with in detail at the next meeting.*

(b) *that the vacant position of Manager: Resorts and Swimming Pools will be advertised and filled.*

(c) *that more information in respect of the EPWP workers matter be given to the Municipal Manager to deal with same.*

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 11 DECEMBER 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 P Heradien
Councillor MD Jacobs
Councillor D Kinnear
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

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr W Mars (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Ms R Hendricks (Manager: Marketing and Communication)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Acting Principal Administrative Officer)
Ms M Badela (Interpreter)

1. OPENING AND WELCOME

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

NOTED

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)**

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

UNANIMOUSLY RESOLVED

that the apology for absence from the meeting, received from the Acting Director: Finance, be approved and accepted.

**2.2 Confidentiality and Conflict of Interest Declaration
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was signed by all Councillors.

Councillor BC Klaasen declared interest in terms of item 5.2 of the in-committee agenda, being the property of his wife.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Council's congratulations were conveyed by Alderlady JT Phungula (on behalf of the ANC) and Councillor E Sidego (on behalf of Council) to the following Councillors and spouses on their birthdays:

- Councillor R Simpson 10 November
- Councillor T Mgoboza 15 November
- Councillor M Mdala 16 November
- Ms D Heradien 22 November
- Ms C Jacobs 5 December
- Alderman T Godden 10 December

NOTED.

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

- (a) The Speaker conveyed his best wishes to Council, Senior Management and the Administration for the Festive Season.
- (b) The Speaker mentioned that a whippy meeting will be held to discuss and finalise the whippy system for future council meetings.

- (c) The Speaker announced that all councillors are invited to the yearend function for Council after the meeting in the Pine Forest Resort.

NOTED

The DA component requested a caucus break from 10:25 until 10:35.

The ANC component requested a caucus break from 10:35 until 11:40.

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

- (a) The Executive Mayor referred to the outcomes of the court case in respect of the Pine Forest Resort and mentioned that the matter will be discussed by Council.
- (b) The Executive Mayor mentioned that 2019 was a year with many challenges to overcome and it includes a provincial and national election. He expressed gratitude towards Council and the Administration for a job well done and wished everyone a blessed Festive Season and a prosperous new year.

NOTED

4. MINUTES

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

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

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

that the approval of the minutes of the Council meeting, held on 30 October 2019, be held in abeyance until the next meeting.

4.2 Outstanding matters
(3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	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.		
4.2.2	15/4/P	Item 8.2.4 of 31 July 2019 Proposed Integrated Zoning Scheme By-Law for Witzenberg	Manager: Town Planning and Building Control	(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation process be submitted to Council for consideration and final adoption.		31 January 2020

The Municipal Manager mentioned that a discussion was held between himself and Alderman JW Schuurman in respect of the Ceres Golf Estate. An item regarding the matter will be submitted to Council.

UNANIMOUSLY RESOLVED

(a) *Item 4.2.1: Ceres Golf Estate development*

that the Municipal Manager will submit an item in respect of the Ceres Golf Estate to Council.

(b) *Item 4.2.2: Proposed Integrated Zoning Scheme By-Law*

(i) *that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the Council meeting of May 2020 with the approval of the Budget 2020/2021.*

(ii) *that the matter supra (i) be removed from the agenda for the interim period from December 2019 until May 2020.*

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Mosie van wantroue in amp van Uitvoerende Burgemeester (3/2/2)

'n Mosie vanaf Raadslid G Laban (Witzenberg Aksie), gedateer 2 Desember 2019, word ingebind as **bylae 5.1**.

Die Speaker meld dat 'n foutiewe verwysing in terme van Artikel 40 van die Munisipale Strukture Wet (No. 117 van 1998) in die mosie voorkom en versoek dat die mosie gekorrigeer word met Artikel 58 van die genoemde wet.

Raadslid GG Laban stel voor en Raadsheer JW Schuurman sekondeer dat Raadslid BC Klaasen as Uitvoerende Burgemeester uit die amp verwyder word.

Raadsheer JJ Visagie stel voor en Raadsheer HJ Smit sekondeer dat Raadslid BC Klaasen nie as Uitvoerende Burgemeester uit die amp verwyder word nie.

Die Speaker reël 'n geheime stemming met stembriefies.

Na die stemming is die uitslag 'n gelykop van elf stemme elk vir die twee voorstelle met een stembrief in dispuut.

Die Speaker bring 'n beslissende stem uit en is die uitslag van die stemming soos volg:

- Twaalf (12) stemme ten gunste van die voorstel dat Raadslid BC Klaasen nie as Uitvoerende Burgemeester uit die amp verwyder word nie.
- Elf (11) stemme ten gunste van die voorstel dat Raadslid BC Klaasen as Uitvoerende Burgemeester uit die amp verwyder word.

BESLUIT

dat Raadslid BC Klaasen nie as die Uitvoerende Burgemeester van Munisipaliteit Witzenberg uit die amp verwyder word nie.

5.2 Mosie: Raadsheer TT Godden (COPE) (15/4/1/1/4/5)

Hierdie aangeleentheid word in-komitee hanteer.

AANGETEKEN.

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The reports/minutes of the following meetings are attached:

- (a) Committee for Technical Services, held on 24 July 2019: **Annexure 7.1(a)**.
- (b) Executive Mayoral Committee, held on 29 July 2019: **Annexure 7.1(b)**.
- (c) Performance, Risk and Audit Committee, held on 16 August 2019: **Annexure 7.1(c)**.
- (d) Municipal Public Accounts Committee, held on 20 August 2019: **Annexure 7.1(d)**.
- (e) Executive Mayoral Committee, held on 21 August 2019: **Annexure 7.1(e)**.
- (f) Committee for Community Development, held on 22 August 2019: **Annexure 7.1(f)**.
- (g) Committee for Corporate and Financial Services, held on 22 August 2019: **Annexure 7.1(g)**.
- (h) Committee for Local Economic Development and Tourism, held on 28 August 2019: **Annexure 7.1(h)**.
- (i) Committee for Housing Matters, held on 28 August 2019: **Annexure 7.1(i)**.
- (j) Performance, Risk and Audit Committee, held on 13 September 2019: **Annexure 7.1(j)**.
- (k) Special Executive Mayoral Committee, held on 3 October 2019: **Annexure 7.1(k)**.
- (l) Committee for Housing Matters, held on 15 October 2019: **Annexure 7.1(l)**.
- (m) Committee for Local Economic Development and Tourism, held on 16 October 2019: **Annexure 7.1(m)**.
- (n) Committee for Community Development, held on 17 October 2019: **Annexure 7.1(n)**.
- (o) Committee for Corporate and Financial Services, held on 17 October 2019: **Annexure 7.1(o)**.
- (p) Special Municipal Public Accounts Committee, held on 21 October 2019: **Annexure 7.1(p)**.
- (q) Executive Mayoral Committee, held on 24 October 2019: **Annexure 7.1(q)**.

UNANIMOUSLY RESOLVED

that notice is taken, after consideration, of the minutes of the Committee meetings and same be accepted.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

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

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019.
- (b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019.
- (d) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.
- (e) Item 7.1.1 of the Executive Mayoral Committee meeting held on 24 October 2019.
- (f) Item 8.1.1 of the Council meeting, held on 30 October 2019.

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

- (a) April 2019 **Annexure 8.1.1(a)**
- (b) May 2019 **Annexure 8.1.1(b)**
- (c) June 2019 **Annexure 8.1.1(c)**
- (d) July 2019 **Annexure 8.1.1(d)**

The Committee for Corporate and Financial Services resolved on 25 July 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019:

“The Acting Chief Financial Officer tabled the Section 71 Monthly Budget Statement Reports for April, May and June 2019. The Performance, Risk and Audit Committee decided to focus on the June 2019 report and highlighted the following:

- That the total operational revenue for the period 1 July 2018 until 30 June 2019 is 92,86 %.
- That the total operational revenue for the period supra does not include the fines revenue which stands on R7 million material in nature.

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- The problem of the fines revenue is municipal wide in all municipalities with high risks. The representative of AGSA mentioned that Treasury is in a process to assist municipalities with the problems to obtain documentation from the provincial traffic department.
- That the capital expenditure for the period 1 July 2018 until 30 June 2019 is 96,45 %.
- That government departments are repeatedly requested to pay their outstanding municipal monies, but with limited success.
- That the financial deviations in respect of Mafoko Security Services were due to the increase in vandalism, taxi violence and service delivery protest actions which necessitated armed response.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee takes notice of the Section 71 Monthly Budget Statement Reports for April, May and June 2019 and, after consideration, same be approved and accepted.”

The Committee for Corporate and Financial Services resolved on 22 August 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 13 September 2019:

“The Manager: Financial Administration tabled the Section 71 Monthly Budget Statement Report for July 2019 and the following was highlighted:

- The Performance, Risk and Audit Committee requested that a comparison be shown between the current and the previous in terms of accounts amounting vs indigent cost (p. 6).
- That the YTD actuals and YTD budget (p. 10) do not correlate.
- That the bulk debt of the organs of state are property rates.

The Performance, Risk and Audit Committee resolved on 13 September 2019 to recommend to Council that the Performance, Risk and Audit Committee, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019.”

The Executive Mayoral Committee resolved on 24 October to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for April, May, June and July 2019. The following matters were highlighted:

- Questions were raised in respect of the tender awarded to Mafoko Security with regard to:
 - the period of the tender
 - the reasons for deviations to pay the company

The Acting Chief Financial Officer and Municipal Manager clarified the questions. Council requested that all relevant documentation in respect of the matter of the tender Mafoko Security be tabled to Council.

The following recommendation was tabled to Council:

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 April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019:

- (a) that the Municipal Manager submits all relevant documentation in respect of deviations in favour of Messrs Mafoko Security to Council.
- (b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

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 April, May, June and July 2019 and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

8.1.2 Section 71 Monthly Budget Statement Reports of Directorate Finance: August and September 2019 (9/1/2/2)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 17 October 2019.
- (b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 25 October 2019.
- (c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 21 November 2019.
- (d) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 4 December 2019.

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

- (a) August 2019 **Annexure 8.1.2(a)**
- (b) September 2019 **Annexure 8.1.2(b)**

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 17 October 2019:

“The Acting Director: Financial Services presented the Section 71 Monthly Budget Statement Report for August 2019. The following were highlighted:

- The Committee expressed concern with regard to the high amounts of outstanding monies. The Municipal Manager explained that the matters of outstanding debtors as well as the water management devices in order to prevent further escalation of the outstanding money.
- That the Indigent Policy is currently on R3 500-00, but will possibly be decreased in future. Concern was expressed about jobless people receiving indigent allowances, but they do not inform the municipality when they are employed.

The Committee for Corporate and Financial Services resolved on 17 October 2019 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for August 2019 and same be approved and accepted.”

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 25 October 2019:

“The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for August and September 2019. The following matters were highlighted:

- That the municipality is cutting on expenses with regard to overtime.
- That the retirement age for female employees has been increased from 60 to 65 years, which affects expenditure in terms of benefits.
- Capital expenditure in first quarter of the budgeted capital expenditure on 6,89 % .
- The Acting Chief Financial Officer will report back to the Performance, Risk and Audit Committee with an explanation in terms of finance charges.
- The Acting Chief Financial Officer responded to the satisfaction of the Performance, Risk and Audit Committee on an enquiry in respect of the lack of figures for depreciation and asset impairment.
- The Municipal Manager reported satisfactorily with regard to appeals lodged for tenders.

The Performance, Risk and Audit Committee resolved on 25 October 2019 to recommend to Council that the Performance, Risk and Audit Committee takes notice, after consideration, of the Section 71 Monthly Budget Statement Reports for August and September 2019 and refers same to Council for consideration and approval.”

The Committee for Corporate and Financial Services resolved on 21 November 2019 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2019 and same be accepted.

The Executive Mayoral Committee resolved on 4 December 2019

- (a) that the Executive Mayoral Committee takes notice, after consideration, of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019.
- (b) that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September and August 2019 be approved and accepted.

The following recommendation was tabled to Council:

that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be held in abeyance until the next meeting.

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

The following items refer:

- (a) Item 7.1.7 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (b) Item 8.1.9 of the Council meeting, held on 31 July 2019.
- (c) Item 7.1.2 of the Executive Mayoral Committee meeting held on 24 October 2019.
- (d) Item 8.1.3 of the Council meeting, held on 30 October 2019.
- (e) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 4 December 2019.

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 8.1.3**.

The following recommendation was 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.

The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Terms of Reference of the Disciplinary Board for Financial Misconduct be held in abeyance and be workshopped by the Executive Mayoral Committee and after that be submitted to Council with a recommendation.

Council unanimously resolved on 31 July 2019:

that the matter in respect of the Terms of Reference of the Disciplinary Board for Financial Misconduct be held in abeyance and be workshopped by the Executive Mayoral Committee and after that be submitted to Council with a recommendation.

The following recommendation was 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.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter in respect of the Disciplinary Board for Financial Misconduct be workshopped by Council.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Disciplinary Board for Financial Misconduct be workshopped by Council.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

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

UNANIMOUSLY RESOLVED

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

8.1.4 Municipal Cost Containment Policy Framework (5/P)

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

The following report, dated 20 November 2019, was received from the Municipal Manager:

“The Draft Cost Containment Policy was workshopped by Council on 30 July 2019. In terms of the Cost Containment Regulations the municipality must adopt a Cost Containment Policy. The policy presented to Council is basically similar to the regulations. It is recommended and suggested that Council considers adopting the Cost Containment as a framework policy. Council has already adopted two separate policies that are linked to the Cost Containment Regulations, namely the Policy on the use of consultants as well as the Travel Management Policy.”

The policy that was workshopped, is attached as **annexure 8.1.4**.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

that the Municipal Cost Containment Policy Framework, after consideration, be approved, but that the policy framework be amended in future if necessary.

UNANIMOUSLY RESOLVED

that the Municipal Cost Containment Policy Framework, after consideration, be approved, but that the policy framework be amended in future if necessary.

8.1.5 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter of 2019/2020 (1 July 2019 until 30 September 2019) (9/1/2/2)

The following items refer:

- (a) Item 7.1.4 of the Executive Mayoral Committee meeting, held on 24 October 2019.
- (b) Item 8.2 of the PRAC meeting, held on 25 October 2019.
- (c) Item 8.1.14 of the Council meeting, held on 30 October 2019.
- (d) Item 7.1 of the MPAC meeting, held on 4 November 2019.

The Quarterly Budget Statement [Section 52(d)] Report for the 1st quarter of 2019/2020 is not attached as the document has already been tabled to Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council:

- (a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019.
- (b) that the report be tabled to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

The Performance, Risk and Audit Committee resolved on 25 October 2019 to recommend to Council that the Performance, Risk and Audit Committee takes notice, after consideration, of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019 and refers same to Council for consideration and approval.

Council unanimously resolved on 30 October 2019:

- (a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019 and, after consideration, same be accepted.
- (b) that the report be tabled to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

Extract from the minutes of the MPAC meeting, held on 4 November 2019:

“The Municipal Public Accounts Committee (MPAC) considered the Section 52(d) Report for the period 1 July 2019 until 30 September 2019 and highlighted the following matters:

- The cash flow of the municipality is in order.
- That the investment amount stands on R96 million.
- That there is no major financial issues to report on.
- That the performance has met the expectations of Council and the community.
- That there is unspent capital on housing.
- That beneficiaries for houses at Vredebes will move in by end of November 2019.
- That rental stock will also be transferred.
- That the objectives (targets) of the municipality has been met.
- That the Cost Containment Regulations impacted negatively on the capital expenditure.
- That debt collection is a major concern.
- That the maintenance budget is high due to vandalism. The insurance refuse to pay.
- The Municipal Public Accounts Committee requested a report in terms of spending on vandalism.

The Municipal Public Accounts Committee resolved on 4 November to recommend to Council that notice be taken, after consideration, of the Section 52(d) Report of the 1st Quarter for 2019/2020 and same be approved and accepted.”

UNANIMOUSLY RESOLVED

- (a) *that notice is taken that the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 July 2019 until 30 September 2019 has already been tabled to and accepted by Council on 30 October 2019.*
- (b) *that notice is taken, after consideration, of the recommendations of the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee to Council.*

8.1.6 PRAC review: Fraud and Corruption Prevention Policy and Response Plan (5/14/P)

The following items refer:

- (a) Item 7.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (b) Item 8.1.5 of the Council meeting, held on 30 October 2019.

In terms of the Fraud and Corruption Prevention Policy the Performance Risk and Audit Committee shall annually review this policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Fraud and Corruption Prevention Policy and Response Plan, dated July 2019, is attached as **annexure 8.1.6**.

The Head: Internal Audit tabled the Fraud and Corruption Prevention Policy for revision.

The Performance, Risk and Audit Committee resolved on 2 August 2019:

- (a) that the Head: Internal Audit removes paragraph 10.5 from the policy.
- (b) that the Performance, Risk and Audit Committee recommends to Council:

that the Performance, Risk and Audit Committee takes notice of the amendments to the Fraud and Corruption Prevention Policy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

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

Council unanimously resolved on 30 October 2019 that the matter in respect of the Fraud and Corruption Prevention Policy and Response Plan be held in abeyance and be workshopped by Council.

UNANIMOUSLY RESOLVED

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

8.1.7 PRAC review: Fraud and Corruption Prevention Strategy (5/14/P)

The following items refer:

- (a) Item 7.2 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.

In terms of the Fraud and Prevention Policy the Chief Risk Officer shall annually review the Fraud and Corruption Prevention Strategy and seek advice from the Performance Risk and Audit Committee to determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Fraud and Corruption Prevention Strategy, dated 19 July 2019, is attached as **annexure 8.1.7**.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, approved and accepted same.

The following recommendation was tabled to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Fraud and Corruption Prevention Strategy be held in abeyance and be workshopped by Council.

UNANIMOUSLY RESOLVED

that notice be taken of the Fraud and Corruption Prevention Strategy and, after consideration, same be approved and accepted.

**8.1.8 PRAC review: Whistle Blowing Policy
(5/14/P)**

The following items refer:

- (a) Item 7.3 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (b) Item 8.1.7 of the Council meeting, held on 30 October 2019.

In terms of the Whistle Blowing Policy the Performance and Risk Audit Committee shall annually review this policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Whistle Blowing Policy be updated and amended and after that be tabled to Council for adoption.

The amended Whistle Blowing Policy, dated July 2019, is attached as **annexure 8.1.8**.

The following recommendation was tabled to Council:

that notice be taken of the Whistle Blowing Policy and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Whistle Blowing Policy be held in abeyance and be workshopped by Council.

UNANIMOUSLY RESOLVED

that notice be taken of the Whistle Blowing Policy and, after consideration, same be approved and accepted.

**8.1.9 Municipal Public Accounts Committee (MPAC) Charter: July 2019
(02/01/2)**

The following items refer:

- (a) Item 7.2 of the Municipal Public Accounts Committee meeting, held on 20 August 2019.
- (b) Item 8.1.13 of the Council meeting, held on 30 October 2019.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.9**.

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC) Charter.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) after consideration, takes notice of the Municipal Public Accounts Committee (MPAC) Charter and same be approved and accepted.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter, dated July 2019, be held in abeyance and be workshopped by Council.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter be held in abeyance until the next meeting.

8.1.10 PRAC 2nd Bi-Annual Performance Management Report: 2018/2019 (5/14/4)

The PRAC Second Bi-Annual Performance Management Report to Council for 2018/2019, dated November 2019, is attached as **annexure 8.1.10**.

The following recommendation was tabled to Council:

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

UNANIMOUSLY RESOLVED

that the matter in respect of the PRAC Second Bi-Annual Performance Management Report for 2018/2019 be held in abeyance until the next meeting.

**8.1.11 Reconnection of electricity over the festive period
(5/12/1/R)**

Item 7.1.4 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

Purpose

To consider the reconnection of all electricity consumers over the festive period from 20 December 2019 until 3 January 2020.

Deliberation

It has become customary for Council to reconnect the electricity supply of defaulters over the festive period. This is in the spirit of goodwill and also to ensure that all households enjoy the festive season. In the past Council has drawn a distinction between the prepaid and the conventional consumers. In terms of the conventional consumers they must pay a deposit of R300.00 because the electricity is supplied in advance. If the deposit is not levied Council will incur a loss.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

- (a) that the electricity of prepaid consumers be reconnected free of charge.
- (b) that the electricity of the suspended conventional consumers be reconnected upon payment of a deposit of R300.00.
- (c) that Council considers the period in which the concession of goodwill will run.
- (d) that the Acting Chief Financial Officer ensures that the public be informed of the Council decision via notices placed at all municipal pay points.

UNANIMOUSLY RESOLVED

- (a) *that the electricity of prepaid consumers be reconnected free of charge.*
- (b) *that the electricity of the suspended conventional consumers be reconnected upon payment of a deposit of R300-00.*
- (c) *that the concession of goodwill runs from 20 December 2019 until 3 January 2020.*
- (d) *that the Acting Chief Financial Officer ensures that the public be informed of the Council decision via notices placed at all municipal pay points.*

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

Council resolved per item 4.4 of 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The following documents are attached:

- (a) Minutes of MPAC meeting, held on 21 October 2019: **Annexure 8.1.12(a)**.
- (b) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.12(b)**.
- (c) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.12(c)**.
- (d) Report of MPAC on the matter: **Annexure 8.1.12(d)**.

UNANIMOUSLY RESOLVED

that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

**8.2.1 Waste Characterisation and Brand Audit Report
(17/03/2)**

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Technical Services, held on 24 July 2019.
- (b) Item 7.2.5 of the Executive Mayoral Committee meeting held, on 24 October 2019.
- (c) Item 8.2.5 of the Council meeting, held on 30 October 2019.
- (d) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 4 December 2019.

The following documents are attached:

- (a) Memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 4 June 2019: **Annexure 8.2.1(a)**.
- (b) Waste Characterisation and Brand Audit Report, dated 10 May 2019: **Annexure 8.2.1(b)**.

The Committee for Technical Services resolved on 24 July 2019 that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

- (a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.
- (b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.
- (b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Waste Characterisation and Brand Audit Report be held in abeyance until the next meeting.

Council unanimously resolved on 30 October 2019 that the matter regarding the Waste Characterisation and Brand Audit Report be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

- (a) that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.
- (b) that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.

UNANIMOUSLY RESOLVED

- (a) *that the Wellington Association Against the Incinerator (WAAI) do a presentation to Council.*
- (b) *that notice be taken of the Waste Characterisation and Brand Audit Report of the Witzenberg Waste Streams.*

8.2.2 Notariële akte van serwituut en samewerkingsooreenkoms: Ceres Koekedouw Besproeiingsraad: Koekedouw Dam (16/2/1/1/1)

Item 7.2.4 van die vergadering van die Uitvoerende Burgemeesterskomitee, gehou op 4 Desember 2019, verwys.

Die volgende dokumente word aangeheg:

- (a) Memorandum vanaf Direkteur: Tegnieuse Dienste, gedateer 19 November 2019: **Bylae 8.2.2(a).**
- (b) Brief vanaf Koekedouw Besproeiingsraad, gedateer 22 Mei 2019: **Bylae 8.2.2(b).**
- (c) Brief aan Koekedouw Besproeiingsraad, gedateer 11 Junie 2019: **Bylae 8.2.2(c).**
- (e) E-pos vanaf Koekedouw Besproeiingsraad, gedateer 1 Oktober 2019: **Bylae 8.2.2(d).**

Die Uitvoerende Burgemeesterskomitee het op 4 Desember 2019 besluit om by die Raad aan te beveel:

- (a) Dat die Koekedouw Besproeiingsraad ingelig word dat 2 000 000 m³ water beskikbaar is vanaf Munisipaliteit Witzenberg se allokasie vir die tydperk 1 Januarie 2020 tot 30 April 2020 teen R0,51 per kubieke meter (BTW ingesluit), wat die goedgekeurde tarief van die Raad is.
- (b) Dat die allokasie van 2 000 000 m³ vir die Koekedouw Besproeiingsraad in oorleg met die Direkteur: Tegnieuse Dienste maandeliks ingedeel word.

EENPARIGE BESLUIT

- (a) *dat die Koekedouw Besproeiingsraad ingelig word dat 2 000 000 m³ water beskikbaar is vanaf Munisipaliteit Witzenberg se allokasie vir die tydperk 1 Januarie 2020 tot 30 April 2020 teen R0,51 per kubieke meter (BTW ingesluit), wat die goedgekeurde tarief van die Raad is.*
- (b) *dat die allokasie van 2 000 000 m³ vir die Koekedouw Besproeiingsraad in oorleg met die Direkteur: Tegnieuse Dienste maandeliks ingedeel word.*

8.3 Direkoraat Gemeenskapdienste / Directorate Community Services

None

NOTED

8.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Council recess: December 2019/January 2020
(3/1/2/3)**

Item 7.4.2 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

that Council determines the recess period for the festive season of 2019/2020.

UNANIMOUSLY RESOLVED

that Council's recess period for the Festive Season 2019 will be from 12 December 2019 until 12 January 2020.

**8.4.2 Personnel matters: Closure of municipal offices: 23, 24, 27, 30, 31 December 2019 and
2 January 2020
(4/2/8)**

The following items refer:

- (a) Item 10 of the Local Labour Forum meeting, held on 28 November 2019.
- (b) Item 7.4.3 of the Executive Mayoral Committee meeting, held on 4 December 2019.

For the past number of years the municipal offices have been closed in December and January for the festive season.

The Director: Corporate Services proposed:

- (a) That business hours on 20 December 2019 shall be from 08:00 until 16:00.
- (b) That all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.
- (c) That essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.
- (d) That the municipality resumes full services on 3 January 2020.

The Local Labour Forum resolved on 28 November 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) That business hours on 20 December 2019 shall be from 08:00 until 16:00.
- (b) That all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.
- (c) That essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.
- (d) that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

- (a) that business hours on 20 December 2019 shall be from 08:00 until 16:00.
- (b) that all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.
- (c) that essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.
- (d) that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.

UNANIMOUSLY RESOLVED

- (a) *that business hours on 20 December 2019 shall be from 08:00 until 16:00.*
- (b) *that all employees be granted paid leave on 23, 24, 27, 30, 31 December 2019 and 2 January 2020.*
- (c) *that essential services staff in all departments be on standby on 23, 24, 25, 27, 30, 31 December 2019 and 1 and 2 January 2020.*
- (d) *that the municipality resumes full services on 3 January 2020 and the Library Services full services on 6 January 2020.*

**8.4.3 Council meeting program: January until March 2020
(3/1/2/3)**

Item 7.4.4 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

The following memorandum, dated 2 December 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 January until March 2020.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until March 2020 is attached as **annexure 8.4.3**. The program is essentially similar to that of 2019. It is recommended that the attached program for the period January until March 2020 be approved. The SALGA Provincial Working Group meeting dates for February 2020 are included in the schedule. The other SALGA workshop dates are awaited and will be included when received. The final dates for the period April until December 2020 will thereafter be finalised.

Council is requested to approve the meeting program for January until March 2020. The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

In terms of Section 19 of the Local Government Municipal Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, dates and venues of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

The proposed Council meeting program for January until March 2020 provides the list of scheduled meetings of Council, the Executive Mayoral Committee, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC) and the Local Labour Forum (LLF) with the applicable time and date of the meetings.

Senior Management meetings are once again proposed to be held every Monday, Executive Mayoral Committee meetings on the first, second and third Tuesday of every month, Section 80 Committee meetings on the third Wednesday and Thursday of every month, but meetings of the Committee for Housing Matters on the last Thursday of the month, Council workshops on the day prior to the Council meeting and Council meetings on 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 monthly Council meetings are 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 (Act 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 meetings of the Council except when time constraints make this impossible.

Council meetings are planned for every month except for June, September and November and this exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with.”

The Executive Mayoral Committee resolved on 4 December 2019 to recommend to Council:

that the proposed Council meeting program for January until March 2020 be approved.

UNANIMOUSLY RESOLVED

that the Council meeting program for January until March 2020 be approved, but that the matter will be revisited at the next Council meeting.

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

Council resolved per item 8.4.1 of 30 May 2019:

- (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).

UNANIMOUSLY RESOLVED

that a supply chain process be followed regarding the leasing of erf 8069, Carson Street alley, Ceres and a final decision about the matter be made by the Bid Adjudication Committee.

**8.4.5 Ward delimitation public consultations
(3/1/1/2)**

A letter from the Municipal Demarcation Board, dated 17 October 2019, is attached as **annexure 8.4.5**.

UNANIMOUSLY RESOLVED

that notice be taken that a public meeting of the Municipal Demarcation Board will be held on 12 February 2020 in the Town Hall, Ceres.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

**9.1 Delimitation of wards in preparation of 2021 municipal elections: First set of draft wards
(3/1/1/2)**

The following documents are attached:

- (a) Memorandum from Manager: Projects and Performance, dated 28 November 2019: **Annexure 9.1(a)**.
- (b) Correspondence from Municipal Demarcation Board: **Annexure 9.1(b)**.
- (c) Maps of draft wards: **Annexure 9.1(c)**.

UNANIMOUSLY RESOLVED

that notice be taken of the first set of draft wards for the 2021 municipal elections.

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

None

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 28 JANUARY 2020 AT 10:00

PRESENT

Councillors

Alderman TT Godden (Speaker) (COPE)
Councillor BC Klaasen (Executive Mayor) (DA)
Councillor TE Abrahams (DA)
Councillor P Daniels (DA)
Councillor MD Jacobs (EFF)
Councillor D Kinnear (DA)
Councillor GG Laban (Witzenberg Aksie Groep)
Councillor C Lottering (DA)
Councillor TP Mgoboza (ANC)
Councillor ZS Mzauziwa-Mdishwa (DA)
Councillor MJ Ndaba (ANC)
Councillor N Phatsoane (ANC)
Alderlady JT Phungula (ANC)
Alderman JW Schuurman (ANC)
Councillor EM Sidego (DA)
Councillor RJ Simpson (ANC)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Councillor HF Visagie (ANC)
Alderman JJ Visagie (DA)

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 G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr C Wessels (Manager: Administration)
Ms M Prins (Acting Principal Administrative Officer)
Mr C Titus (Committee Clerk)
Ms M Badela (Interpreter)

Other attendees

Mr A Allie (AGSA)

1. OPENING AND WELCOME

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

NOTED

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)**

Applications for leave of absence from the meeting were received from Alderman K Adams and Councillor P Heradien.

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from Alderman K Adams and Councillor P Heradien, be approved and accepted.

**2.2 Confidentiality and Conflict of Interest Declaration
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was signed by all Councillors.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Alderman J Schuurman conveyed, on behalf of Council, congratulations to the following Councillors and spouses on their birthdays:

❖	Mr M Mdishwa	1 January
❖	Councillor B Klaasen	8 January
❖	Alderslady J Phungula	15 January
❖	Councillor H Visagie	18 January
❖	Ms F Adams	24 January
❖	Ms C Godden	25 January

NOTED.

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

- (a) The Speaker referred to the extreme high temperatures and requested the Administration to care for the employees working outside in the hot weather. The provision of water is important and will be appreciated.
- (b) The Speaker welcomed all Councillors back from the festive season recess and expressed his gratitude for the safety of everyone.

- (c) Alderlady J Phungula referred to the tragic deaths over the festive season in the Koue Bokkeveld and requested that in future the municipality conveys condolences through the municipal newsletter.

NOTED

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

The Executive Mayor welcomed all Councillors back in Council and wished them a successful and prosperous new year. He urged everyone to work hard and passionately to take our communities forward.

NOTED

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 30 October 2019: **Annexure 4.1(a)**.
- (b) Council meeting, held on 11 December 2019: **Annexure 4.1(b)**.

Council unanimously resolved on 11 December 2019 that the approval of the minutes of the Council meeting, held on 30 October 2019, be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be approved and signed by the Speaker.

UNANIMOUSLY RESOLVED

That the approval of the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be held in abeyance until the next meeting.

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

Alderman JW Schuurman mentioned that matters of the Pine Forest Resort court case and the Ceres Golf Estate are outstanding.

The Municipal Manager mentioned that the Pine Forest Resort court case matter is not outstanding. A meeting was held between the Municipal Manager and Alderman Schuurman and the report on the Ceres Golf Estate matter follows.

NOTED

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

**6.1 Presentation: AGSA Audit Report: 2018/2019
(5/14/1/16)**

Mr Ashiq Allie of the office of the Auditor-general of South Africa made a presentation in respect of the AGSA Audit Report for 2018/2019 and highlighted the following:

- The Witzenberg Municipality obtained for the seventh consecutive year a clean audit. He congratulated the Council, Municipal Manager and Administration.
- No material misstatements were found and that AGSA is satisfied with the financial statements for 2018/2019.
- No findings on pre-determined objectives, which are very good.
- A transferal finding in terms of Section 32 which, however, affected all municipalities. Circular 96 of the Treasury Department with regard to the use of contracts of another organ of state, also called "piggyback" contracts. It is due to difference in interpretation. The matter is a big concern amongst municipalities. Witzenberg Municipality has only two matters in this regard. The matter will be clarified in the time ahead.

Question: Is it better for the municipality to refrain from Section 32 transactions?

Answer: Given the uncertainty around it, it is better to wait for proper guidelines from National Treasury.

Question: Will AGSA have more focus on the EPWP projects of municipalities in the next audit?

Answer: No specific scope yet on the EPWP projects for the next audit. Will follow up on the matter.

Question: What is AGSA's opinion on the provision of civil litigation for the municipality?

Answer: At the end of the audit AGSA takes it to the lawyers to say what is the probabilities of the case. AGSA then looks at the GRAP requirements. Most cases are in the contingency liabilities than in the provision liabilities. National Treasury takes it from the lawyers to say on probability what is the success rate of the case. It is better to budget for liability in the case of uncertainty.

Question: The message of a clean audit is not always accepted well and with appreciation in the poor communities. They are unhappy with service delivery.

Answer: It is true that on the one hand we have a clean audit, but on the other hand the community does not see the service delivery. AGSA does not give an opinion on service delivery always, but ensures that everything is okay and in place.

Question: AGSA audit differently in different municipalities. At Witzenberg Municipality the focus is on supply chain, but at Breede Valley Municipality it is on something else. We recommend that AGSA focusses on a specific matter in all municipalities. That means that a clean audit is for a specific section and not for the entire municipality.

Answer: A lot of work still needs to be done to give everyone an idea what a clean audit involves. AGSA audits the same at all municipalities, but if there is a risk matter the focus of AGSA is on such a matter. AGSA is willing to inform Council on what a clean audit entails.

Question: The audit modus is to take samples. Can AGSA put more emphasis in the audit on performance management and service delivery?

Answer: The intention of the AGSA is to put more emphasis on service delivery.

Question: Did you find any unfunded mandate, which was funded by the municipality, in your audit for the municipality?

Answer: No unfunded mandate in the audit was found for the municipality in respect of expenditure.

UNANIMOUSLY RESOLVED

that Council took notice of the presentation in respect of the AGSA Audit Report for 2018/2019 and, after consideration, approved and accepted same.

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

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

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019.
- (b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019.
- (d) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.
- (e) Item 7.1.1 of the Executive Mayoral Committee meeting held on 24 October 2019.
- (f) Item 8.1.1 of the Council meeting, held on 30 October 2019.
- (g) Item 8.1.1 of the Council meeting, held on 11 December 2019.

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

- (a) April 2019 **Annexure 8.1.1(a)**
- (b) May 2019 **Annexure 8.1.1(b)**
- (c) June 2019 **Annexure 8.1.1(c)**
- (d) July 2019 **Annexure 8.1.1(d)**

The Committee for Corporate and Financial Services resolved on 25 July 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019:

“The Acting Chief Financial Officer tabled the Section 71 Monthly Budget Statement Reports for April, May and June 2019. The Performance, Risk and Audit Committee decided to focus on the June 2019 report and highlighted the following:

- That the total operational revenue for the period 1 July 2018 until 30 June 2019 is 92,86 %.
- That the total operational revenue for the period supra does not include the fines revenue which stands on R7 million material in nature.

Notule: Raadsvergadering 28 Januarie 2020
Minutes: Council meeting 28 January 2020

- The problem of the fines revenue is municipal wide in all municipalities with high risks. The representative of AGSA mentioned that Treasury is in a process to assist municipalities with the problems to obtain documentation from the provincial traffic department.
- That the capital expenditure for the period 1 July 2018 until 30 June 2019 is 96,45 %.
- That government departments are repeatedly requested to pay their outstanding municipal monies, but with limited success.
- That the financial deviations in respect of Mafoko Security Services were due to the increase in vandalism, taxi violence and service delivery protest actions which necessitated armed response.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee takes notice of the Section 71 Monthly Budget Statement Reports for April, May and June 2019 and, after consideration, same be approved and accepted.”

The Committee for Corporate and Financial Services resolved on 22 August 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 13 September 2019:

“The Manager: Financial Administration tabled the Section 71 Monthly Budget Statement Report for July 2019 and the following was highlighted:

- The Performance, Risk and Audit Committee requested that a comparison be shown between the current and the previous in terms of accounts amounting vs indigent cost (p. 6).
- That the YTD actuals and YTD budget (p. 10) do not correlate.
- That the bulk debt of the organs of state are property rates.

The Performance, Risk and Audit Committee resolved on 13 September 2019 to recommend to Council that the Performance, Risk and Audit Committee, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019.”

The Executive Mayoral Committee resolved on 24 October to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for April, May, June and July 2019. The following matters were highlighted:

- Questions were raised in respect of the tender awarded to Mafoko Security with regard to:
 - the period of the tender
 - the reasons for deviations to pay the company

The Acting Chief Financial Officer and Municipal Manager clarified the questions. Council requested that all relevant documentation in respect of the matter of the tender Mafoko Security be tabled to Council.

The following recommendation was tabled to Council:

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 April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019:

- (a) that the Municipal Manager submits all relevant documentation in respect of deviations in favour of Messrs Mafoko Security to Council.
- (b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

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 April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

8.1.2 Section 71 Monthly Budget Statement Reports of Directorate Finance: August and September 2019 (9/1/2/2)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 17 October 2019.
- (b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 25 October 2019.
- (c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 21 November 2019.

(d) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 4 December 2019.

(e) Item 8.1.2 of the Council meeting, held on 11 December 2019.

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

(a) August 2019 **Annexure 8.1.2(a)**

(b) September 2019 **Annexure 8.1.2(b)**

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 17 October 2019:

“The Acting Director: Financial Services presented the Section 71 Monthly Budget Statement Report for August 2019. The following were highlighted:

- The Committee expressed concern with regard to the high amounts of outstanding monies. The Municipal Manager explained that the matters of outstanding debtors as well as the water management devices in order to prevent further escalation of the outstanding money.
- That the Indigent Policy is currently on R3 500-00, but will possibly be decreased in future. Concern was expressed about jobless people receiving indigent allowances, but they do not inform the municipality when they are employed.

The Committee for Corporate and Financial Services resolved on 17 October 2019 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for August 2019 and same be approved and accepted.”

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 25 October 2019:

“The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for August and September 2019. The following matters were highlighted:

- That the municipality is cutting on expenses with regard to overtime.
- That the retirement age for female employees has been increased from 60 to 65 years, which affects expenditure in terms of benefits.
- Capital expenditure in first quarter of the budgeted capital expenditure on 6,89 % .
- The Acting Chief Financial Officer will report back to the Performance, Risk and Audit Committee with an explanation in terms of finance charges.
- The Acting Chief Financial Officer responded to the satisfaction of the Performance, Risk and Audit Committee on an enquiry in respect of the lack of figures for depreciation and asset impairment.
- The Municipal Manager reported satisfactorily with regard to appeals lodged for tenders.

The Performance, Risk and Audit Committee resolved on 25 October 2019 to recommend to Council that the Performance, Risk and Audit Committee takes notice, after consideration, of the Section 71 Monthly Budget Statement Reports for August and September 2019 and refers same to Council for consideration and approval.”

The Committee for Corporate and Financial Services resolved on 21 November 2019 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2019 and same be accepted.

The Executive Mayoral Committee resolved on 4 December 2019

(a) that the Executive Mayoral Committee takes notice, after consideration, of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019.

(b) that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September and August 2019 be approved and accepted.

The following recommendation was tabled to Council:

that the Executive Mayoral Committee recommends to Council:

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that, after consideration, the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August and September 2019 be approved and accepted.

8.1.3 Municipal Public Accounts Committee (MPAC) Charter with effect from July 2019 (02/01/2)

The following items refer:

- (a) Item 7.2 of the Municipal Public Accounts Committee meeting, held on 20 August 2019.
- (b) Item 8.1.13 of the Council meeting, held on 30 October 2019.
- (c) Item 8.1.9 of the Council meeting, held on 11 December 2019.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.3**.

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC) Charter.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) after consideration, takes notice of the Municipal Public Accounts Committee (MPAC) Charter and same be approved and accepted.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter, dated July 2019, be held in abeyance and be workshopped by Council.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the MPAC Charter with effect from July 2019 be held in abeyance until the next meeting.

8.1.4 PRAC 2nd Bi-Annual Performance Management Report: 2018/2019 (5/14/4)

Item 8.1.10 of the Council meeting, held on 11 December 2019, refers.

The PRAC Second Bi-Annual Performance Management Report to Council for 2018/2019, dated November 2019, is attached as **annexure 8.1.4**.

The following recommendation was tabled to Council:

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

Council unanimously resolved on 11 December 2019 that the matter in respect of the PRAC Second Bi-Annual Performance Management Report for 2018/2019 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

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

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

Item 8.1.12 of the Council meeting, held on 11 December 2019, refers.

Council resolved per item 4.4 of 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The following documents are attached:

- (a) Minutes of MPAC meeting, held on 21 October 2019: **Annexure 8.1.5(a)**.
- (b) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.5(b)**.
- (c) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.5(c)**.
- (d) Report of MPAC on the matter: **Annexure 8.1.5(d)**.

Council unanimously resolved on 11 December 2019 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

UNANIMOUSLY RESOLVED

that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the next meeting.

**8.1.6 AGSA Audit Report: 2018/2019
(5/14/1/16)**

Item 4.1 of the Special Performance, Risk and Audit Committee meeting, held on 29 November 2019, refers.

The AGSA Audit Report for 2018/2019 is attached as **annexure 8.1.6**.

Mr Ashiq Allie (AGSA) presented the AGSA Audit Report for 2018/2019 and highlighted the following matters:

- That Witzenberg Municipality had received a clean financial audit report for 2018/2019.
- That there is an overall regress in clean audits within municipalities.
- That there is a lack of registers at the Provincial Traffic Department for fines. AGSA requested that the municipality continues with discussions with the Department.
- That in terms of Section 32 of the Supply Chain in respect of piggy-back the different spheres of government will finalise the matter after the audit.
- That the municipality received a material finding in terms of irregular expenditure. A circular from Department Treasury was received very late, only in July 2019 after the financial year-end. Therefore the circular could not be in operation retrospectively.
- Concerns were expressed in respect of financial viability of the municipality.
- That there are currently no ongoing investigations and no fruitless and wasteful expenditure.
- No findings with regard to water and sanitation.

- That AGSA has looked into the indigent debtors. The Internal Audit team assisted with this.
- That the Bid Adjudication Committee needs to comply in terms of its structure. AGSA advised the municipality.
- AGSA expressed congratulations towards the municipality with obtaining a clean audit.
- The PRAC Chairperson responded likewise with gratitude towards AGSA. The Chairperson emphasised the requests that the views and concerns of the municipality in terms of the audit be conveyed.

The Performance, Risk and Audit Committee resolved on 29 November 2019 to recommend to Council:

that the Performance, Risk and Audit Committee took notice, after consideration, of the AGSA Audit Report for 2018/2019 and recommends same to Council for consideration.

UNANIMOUSLY RESOLVED

that the AGSA Audit Report for 2018/2019, after consideration, be approved by Council.

**8.1.7 Draft Witzenberg Annual Report: 2018/2019
(5/14/2 & 9/1/1)**

Item 7.1.1 of the Executive Mayoral Committee meeting, held on 23 January 2020, refers.

The following memorandum, dated 20 January 2020, was received from the Acting Director: Finance:

“Purpose

The purpose of this report is to table the draft annual report for 2018/2019 to Council.

Legislature framework

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

Discussion

The draft annual report for 2018/2019 is attached as **annexure 8.1.7.**”

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.
- (b) That a public participation process be followed as prescribed by law.
- (c) That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers, not later than **13 March 2020.**

UNANIMOUSLY RESOLVED

- (a) *That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.*
- (b) *That a public participation process be followed as prescribed by law.*
- (c) *That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers.*

8.1.8 Mid-year Budget Statement and Performance Assessment (Section 72) Report for period 1 July 2019 to 31 December 2019 (9/1/1 & 5/1/5/12)

Item 7.1.2 of the Executive Mayoral Committee meeting, held on 23 January 2020, refers.

The following memorandum, dated 20 January 2020, was received from the Acting Director: Finance:

“1. Purpose

The purpose of this report is to submit the mid-year budget and performance assessment for the period 1 July 2019 to 31 December 2019 to Council, for information.

2. Legislature framework

In terms of Section 72 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

- (1) The Accounting Officer of a municipality must by 25 January of each year:
 - (a) Assess the performance of the municipality during the first half of the financial year.
 - (b) Submit the report to the Mayor, National Treasury and Provincial Treasury.

The Mayor must, in terms of Section 54(1)(f) of the Act submit the report to the Council by 31 January of each year.

3. Discussion

The Mid-year report for the 2019/2020 financial year is attached as **annexure 8.1.8.**”

The Executive Mayoral Committee resolved on 23 January 2020:

that the Executive Mayoral Committee takes cognisance of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for 1 July 2019 to 31 December 2019 and recommends same to Council for information.

UNANIMOUSLY RESOLVED

that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for 1 July 2019 to 31 December 2019.

8.1.9 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter of 2019/2020 (1 October 2019 until 31 December 2019) (9/1/2/2)

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 23 October 2020, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the second quarter of 2019/2020 is attached as **annexure 8.1.9**.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019.
- (b) that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 October 2019 until 31 December 2019.*
- (b) *that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.*

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

**8.2.1 Minutes of the meeting of Ceres Koekedouw Management Committee: 13 August 2019
(16/2/1/1/1)**

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (b) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 23 January 2020.

The minutes of the meeting of Ceres Koekedouw Management Committee, held on 13 August 2019, is attached as **annexure 8.2.1**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

UNANIMOUSLY RESOLVED

that notice be taken, after consideration, of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

8.3 Direkoraat Gemeenskapsdienste / Directorate Community Services

**8.3.1 Proposed erf 2622 for Schoonvlei SMME Business HUB: Corner of Bank and Forel Streets, Bella Vista, Ceres
(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 November 2019.
- (b) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 23 January 2020.

A memorandum from the Acting Manager: Socio-Economic Development, dated 4 November 2019, is attached as **annexure 8.3.1**.

The Committee for Local Economic Development and Tourism resolved on 20 November 2019 to recommend to the Executive Mayor and Council:

- (a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.
- (b) that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.
- (b) that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

Alders J Phungula requested Council to create more entrepreneurial opportunities for Nduli. Councillor T Abrahams ensured Council that all opportunities are open for everybody.

UNANIMOUSLY RESOLVED

- (a) *that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.*
- (b) *that Council, after consideration, approved to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.*

**8.3.2 Local Economic Development: Recommended names for Prince Alfred's Hamlet Business HUB units
(7/1/4/1)**

The following items refer:

- (a) Item 6.4 of the meeting of the Committee for Local Economic Development and Tourism, held on 16 October 2019.
- (b) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 19 November 2019.
- (c) Item 7.3.2 of the Executive Mayoral Committee meeting, held on 23 January 2020.

The Committee resolved on 16 October 2019:

- (a) that the Acting Manager: Socio-Economic Development engages with the applicants by modus of a presentation and explains the layout of the business hub.
- (b) that the Acting Manager: Socio-Economic Development, after the presentation supra (a), submits the names of the applicants to the Committee for Local Economic Development and Tourism for consideration.

A memorandum from the Acting Manager: Socio-Economic Development, dated 5 November 2019, is attached as **annexure 8.3.2**.

The Committee for Local Economic Development and Tourism resolved on 19 November 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the following type of business be approved and allocated in a single unit:
 - (i) Hair salon
 - (ii) Honey pollination
 - (iii) Production of security doors (welding)
 - (iv) Photography and;
 - (v) Fruit and vegetables
- (b) that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.
- (c) that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.
- (d) that the lease amount not be market related in order to ensure and assist that the businesses can be successful.
- (e) that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:

- (a) that the following type of business be approved and allocated in a single unit:
 - (i) Hair salon
 - (ii) Beehive manufacturer
 - (iii) Production of security doors (welding)
 - (iv) Photography and;
 - (v) Fruit and vegetables
- (b) that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.
- (c) that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.
- (d) that the lease amount not be market related from date of contract signing for two years in order to ensure and assist that the businesses can be successful, after which the lease amount will be revisited.
- (e) that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.
- (f) that the Committee for Local Economic Development and Tourism determine the criteria to evaluate the success of the businesses when in operation.

UNANIMOUSLY RESOLVED

- (a) *that the following type of business be approved and allocated in a single unit:*
 - (i) *Hair salon*
 - (ii) *Beehive manufacturer*
 - (iii) *Production of security doors (welding)*
 - (iv) *Photography and;*
 - (v) *Fruit and vegetables*
- (b) *that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.*
- (c) *that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.*
- (d) *that the lease amount not be market related from date of contract signing for two years in order to ensure and assist that the businesses can be successful, after which the lease amount will be revisited.*
- (e) *that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.*
- (f) *that the Committee for Local Economic Development and Tourism determine the criteria to evaluate the success of the businesses when in operation.*

8.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council meeting program: February until December 2020 (3/1/2/3)

The following items refer:

- (a) Item 8.4.3 of the Council meeting, held on 11 December 2019.
- (b) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 23 January 2020.

Council unanimously resolved on 11 December 2019 that the Council meeting program for January until March 2020 be approved, but that the matter will be revisited at the next Council meeting.

The following memorandum, dated 20 January 2020, 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 February until December 2020.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for February until December 2020 is attached as **annexure 8.4.1**. The program differs from that of 2019 in order to create more flexibility to hold meetings on dates and times suitable for all involved. It is recommended that the attached program for the period February until December 2020 be approved. The SALGA Provincial Working Group meeting dates for 2020 are included in the schedule. Council is requested to approve the meeting program for February until December 2020. The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

In terms of Section 19 of the Local Government Municipal Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, dates and venues of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

The proposed Council meeting program for February until December 2020 provides the list of scheduled meetings of Council, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC) and the Local Labour Forum (LLF) with the applicable time and date of the meetings.

Senior Management meetings are once again proposed to be held every Monday, Section 80 Committee meetings every second month and normally on the third Wednesday and Thursday of the month, but meetings of the Committee for Housing Matters on the last Thursday of the month, Council workshops on the day prior to the Council meeting and Council meetings on the last Wednesday of the month, depending on specific circumstances. Executive Mayoral Committee meetings will be scheduled as necessary and determined by the Municipal Manager and Executive Mayor.

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 monthly Council meetings are 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 (Act 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 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 and this exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with.”

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council:
that the proposed council meeting program for February until December 2020 be approved.

UNANIMOUSLY RESOLVED

that the proposed council meeting program for February until December 2020 be approved.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

**9.1 Housing matters: Committee for Housing Matters and beneficiaries for Vredebes Housing Project
(3/3/1/1 & 17/4/1/1/2/4)**

Alderslady J Phungula expressed concern that the Committee for Housing Matters consists of only three (3) members in comparison with the other Portfolio Committees which consist of four (4) members.

Alderslady J Phungula expressed concern about the beneficiaries for the Vredebes Housing Project. People from Bella Vista and Wolseley are being settled, therefore the Nduli residents living in the informal settlement are very unhappy. The community is not allowed to raise their concerns due to the presence of Mafoko Security.

UNANIMOUSLY RESOLVED

that Alderslady J Phungula submit motions to Speaker in respect of her concerns regarding:

- (i) members of the Committee for Housing Matters, and*
- (ii) the beneficiaries for the Vredebes Housing Project to be placed on the Council agenda.*

The Speaker requested Council to submit written questions in good time to the office of the Speaker.

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

None

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 25 FEBRUARY 2020 AT 09:00

PRESENT

Councillors

Alderman TT Godden (Speaker) (COPE)
Councillor BC Klaasen (Executive Mayor) (DA)
Alderman K Adams (Deputy Executive Mayor) (DA)
Councillor TE Abrahams (DA)
Councillor P Daniels (DA)
Councillor MD Jacobs (EFF)
Councillor D Kinnear (DA)
Councillor C Lottering (DA)
Councillor M Mdala (ANC)
Councillor TP Mgoboza (ANC)
Councillor ZS Mzauziwa-Mdishwa (DA)
Councillor MJ Ndaba (ANC)
Councillor N Phatsoane (ANC)
Alderman JW Schuurman (ANC)
Councillor EM Sidego (DA)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Ms R Hendricks (Manager: Communication and Marketing)
Ms L Nieuwenhuis (Manager: Legal Services)
Mr C Titus (Committee Clerk)
Ms M Badela (Interpreter)

1. OPENING AND WELCOME

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

NOTED

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)**

Applications for leave of absence from the meeting were received from Alderlady JT Phungula (ANC) and Councillors HF Visagie (ANC), RJ Simpson (ANC) and GG Laban (Witzenberg Aksie).

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from Alderlady JT Phungula (ANC) and Councillors HF Visagie (ANC), RJ Simpson (ANC) and GG Laban (Witzenberg Aksie), be approved and accepted.

**2.2 Confidentiality and Conflict of Interest Declaration
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was signed by all Councillors.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

(a) Council's congratulations were conveyed by Councillor D Swart to the following Councillors and spouses on their birthdays:

❖	Ms N Ndaba	3 February
❖	Councillor MD Jacobs	7 February
❖	Councillor E Sidego	16 February
❖	Ms A Daniels	20 February
❖	Alderman H Smit	25 February

(b) The Executive Mayor conveyed, on behalf of Council and Administration, condolences to Mr Willem Cedras and his family on the passing of his son.

(c) Alderman J Schuurman conveyed condolences to the family of the young girl, Tazne of Elsie's River, who was brutally raped and murdered by a parolee just released from prison.

NOTED.

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

The Speaker expressed serious concern with regard to the vandalism to municipal infrastructure assets. The behaviour of certain people is an embarrassment for the sacrifices and suffering made to obtain freedom and a better life for all. The Speaker called on Council to address this behavioural conduct at the schools, churches and at every possible opportunity.

NOTED

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

- (a) The Executive Mayor shared the wonder of jewels in the Witzenberg area and especially the story telling project in the Koue Bokkeveld. The Executive Mayor emphasised that despite the negative economic climate there are still many positive things to be proud of. The Executive Mayor called on Council to stay positive and urge everyone to involve the community and take them along in a positive manner.
- (b) The Executive Mayor mentioned that in the next three years more budget cuts can be expected from the National Government. In order for Witzenberg Municipality to be successful in future the culture of municipal payment needs to be addressed.
- (c) The Executive Mayor supported the plea of the Speaker with regard to the vandalism and mentioned the lack of appreciation and respect of the community for municipal assets. The Executive Mayor expressed his disappointment with the state of affairs in some communities in this regard. Council is invited to submit inputs in the coming budget on how to address this problem.

NOTED

3.4 Matters raised by the Municipal Manager

None

NOTED

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 30 October 2019: **Annexure 4.1(a)**.
- (b) Council meeting, held on 11 December 2019: **Annexure 4.1(b)**.

Council unanimously resolved on 11 December 2019 that the approval of the minutes of the Council meeting, held on 30 October 2019, be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be approved and signed by the Speaker.

Council unanimously resolved on 28 January 2020 that the approval of the minutes of the Council meetings, held on 30 October 2019 and 11 December 2019 respectively, be held in abeyance until the next meeting.

The minutes of the Council meeting, held on 28 January 2020, are attached as **annexure 4.1(c)**.

The following recommendation was tabled to Council:

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

- (i) Council meeting, held on 30 October 2019.
- (ii) Council meeting, held on 11 December 2019.
- (iii) Council meeting, held on 28 January 2020.

UNANIMOUSLY RESOLVED

that the approval of the following minutes be held in abeyance until the next meeting:

- (i) Council meeting, held on 30 October 2019.*
- (ii) Council meeting, held on 11 December 2019.*
- (iii) Council meeting, held on 28 January 2020.*

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

- (a) Performance, Risk and Audit Committee, held on 25 October 2019: **Annexure 7.1(a)**.
- (b) Committee for Community Development, held on 21 November 2019: **Annexure 7.1(b)**.
- (c) Special Performance, Risk and Audit Committee, held on 29 November 2019: **Annexure 7.1(c)**.
- (d) Executive Mayoral Committee, held on 4 December 2019: **Annexure 7.1(d)**.

UNANIMOUSLY RESOLVED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

8.1.1 Municipal Public Accounts Committee (MPAC) Charter with effect from July 2019 (02/01/2)

The following items refer:

- (a) Item 7.2 of the Municipal Public Accounts Committee meeting, held on 20 August 2019.
- (b) Item 8.1.13 of the Council meeting, held on 30 October 2019.
- (c) Item 8.1.9 of the Council meeting, held on 11 December 2019.
- (d) Item 8.1.3 of the Council meeting, held on 28 January 2020.

A report from the Head: Internal Audit regarding the Municipal Public Accounts (MPAC) Charter, dated July 2019, is attached as **annexure 8.1.1**.

The Head: Internal Audit submitted the Municipal Public Accounts Committee (MPAC) Charter.

The Municipal Public Accounts Committee resolved on 20 August 2019 that the Committee for Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) after consideration, takes notice of the Municipal Public Accounts Committee (MPAC) Charter and same be approved and accepted.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter, dated July 2019, be held in abeyance and be workshopped by Council.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter and, after consideration, same be approved and accepted.

Council unanimously resolved on 28 January 2020 that the matter in respect of the MPAC Charter with effect from July 2019 be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

that notice be taken of the Municipal Public Accounts Committee (MPAC) Charter with effect from July 2019 and, after consideration, same be approved and accepted.

UNANIMOUSLY RESOLVED

that the matter in respect of the Municipal Public Accounts Committee (MPAC) Charter with effect from 1 July 2019 be workshopped by Council and after that be tabled for consideration.

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 8.1.12 of the Council meeting, held on 11 December 2019.
- (b) Item 8.1.5 of the Council meeting, held on 28 January 2020.
- (c) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 24 February 2020.

Council resolved per item 4.4 of 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The following documents are attached:

- (a) Minutes of MPAC meeting, held on 21 October 2019: **Annexure 8.1.2(a)**.
- (b) Minutes of MPAC meeting, held on 28 October 2019: **Annexure 8.1.2(b)**.
- (c) Minutes of MPAC meeting, held on 4 November 2019: **Annexure 8.1.2(c)**.
- (d) Report of MPAC on the matter: **Annexure 8.1.2(d)**.

Council unanimously resolved on 11 December 2019 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the necessary consultations have been done.

Council unanimously resolved on 28 January 2020 that the matter in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be held in abeyance until the next meeting.

The Municipal Public Accounts Committee resolved on 24 February 2020 to recommend to Council that the Municipal Public Accounts Committee (MPAC) takes notice of the report in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and, after consideration, recommend to Council to approve and accept same.

Council deliberated the matter in depth and various questions were raised in terms of:

- (a) the evidence of an agreement;
- (b) the stipulations of the loan;

- (c) the original loan amount and the interests on that;
- (d) the role of the Koekedouw Irrigation Board in the loan;
- (e) the water rights;
- (f) the calculations made by the Irrigation Board to get to R889 891-00;
- (g) the influence of the liquidation on the former owner of Vredebes.

After a lengthy debate Council decided that a Special Council meeting will be held to resolve the matter.

The following recommendation was tabled to Council:

That the Municipal Public Accounts Committee recommends to Council:

that the Municipal Public Accounts Committee (MPAC) takes notice of the report in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and, after consideration, recommend to Council to approve and accept same.

UNANIMOUSLY RESOLVED

that a Special Council meeting be held to deliberate the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and to scrutinise all documents.

8.1.3 Proposed revisions to 2019/2020 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of MFMA (5/1/5/12)

Item 7.1.1 of the Executive Mayoral Committee meeting, held on 24 February 2020, refers.

A memorandum from the Manager, Projects and Performance, dated 17 February 2020, is attached as **annexure 8.1.3**.

The Executive Mayoral Committee resolved on 24 February 2020 to recommend to Council that Council takes notice of the proposed revision to the 2019/2020 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of the Municipal Finance Management Act and approves and accepts same.

UNANIMOUSLY RESOLVED

that Council took notice of the proposed revision to the 2019/2020 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of the Municipal Finance Management Act and approved and accepted same.

**8.1.4 Section 71 Monthly Budget Statement Reports of the Directorate Finance: April, May, June and July 2019
(9/1/2/2)**

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 25 July 2019.
- (b) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 2 August 2019.
- (c) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 22 August 2019.
- (d) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 13 September 2019.
- (e) Item 7.1.1 of the Executive Mayoral Committee meeting held on 24 October 2019.
- (f) Item 8.1.1 of the Council meeting, held on 30 October 2019.
- (g) Item 8.1.1 of the Council meeting, held on 11 December 2019.
- (h) Item 8.1.1 of the Council meeting, held on 28 January 2020.

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

- | | | |
|-----|------------|--------------------------|
| (a) | April 2019 | Annexure 8.1.4(a) |
| (b) | May 2019 | Annexure 8.1.4(b) |
| (c) | June 2019 | Annexure 8.1.4(c) |
| (d) | July 2019 | Annexure 8.1.4(d) |

The Committee for Corporate and Financial Services resolved on 25 July 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 2 August 2019:

“The Acting Chief Financial Officer tabled the Section 71 Monthly Budget Statement Reports for April, May and June 2019. The Performance, Risk and Audit Committee decided to focus on the June 2019 report and highlighted the following:

- That the total operational revenue for the period 1 July 2018 until 30 June 2019 is 92,86 %.
- That the total operational revenue for the period supra does not include the fines revenue which stands on R7 million material in nature.

Notule: Raadsvergadering 25 Februarie 2020
Minutes: Council meeting 25 February 2020

- The problem of the fines revenue is municipal wide in all municipalities with high risks. The representative of AGSA mentioned that Treasury is in a process to assist municipalities with the problems to obtain documentation from the provincial traffic department.
- That the capital expenditure for the period 1 July 2018 until 30 June 2019 is 96,45 %.
- That government departments are repeatedly requested to pay their outstanding municipal monies, but with limited success.
- That the financial deviations in respect of Mafoko Security Services were due to the increase in vandalism, taxi violence and service delivery protest actions which necessitated armed response.

The Performance, Risk and Audit Committee resolved on 2 August 2019 that the Performance, Risk and Audit Committee recommends to the Executive Mayoral Committee and Council:

that the Performance, Risk and Audit Committee takes notice of the Section 71 Monthly Budget Statement Reports for April, May and June 2019 and, after consideration, same be approved and accepted.”

The Committee for Corporate and Financial Services resolved on 22 August 2019 that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019 and same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 13 September 2019:

“The Manager: Financial Administration tabled the Section 71 Monthly Budget Statement Report for July 2019 and the following was highlighted:

- The Performance, Risk and Audit Committee requested that a comparison be shown between the current and the previous in terms of accounts amounting vs indigent cost (p. 6).
- That the YTD actuals and YTD budget (p. 10) do not correlate.
- That the bulk debt of the organs of state are property rates.

The Performance, Risk and Audit Committee resolved on 13 September 2019 to recommend to Council that the Performance, Risk and Audit Committee, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for July 2019.”

The Executive Mayoral Committee resolved on 24 October to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

The Acting Chief Financial Officer presented the Section 71 Monthly Budget Statement Reports for April, May, June and July 2019. The following matters were highlighted:

- Questions were raised in respect of the tender awarded to Mafoko Security with regard to:
 - the period of the tender
 - the reasons for deviations to pay the company

The Acting Chief Financial Officer and Municipal Manager clarified the questions. Council requested that all relevant documentation in respect of the matter of the tender Mafoko Security be tabled to Council.

The following recommendation was tabled to Council:

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 April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 30 October 2019:

- (a) that the Municipal Manager submits all relevant documentation in respect of deviations in favour of Messrs Mafoko Security to Council.
- (b) that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

The following recommendation was tabled to Council:

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 April, May, June and July 2019 and, after consideration, same be approved and accepted.

Council unanimously resolved on 11 December 2019 that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

Council unanimously resolved on 28 January 2020 that the matter in respect of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May, June and July 2019 and, after consideration, same be approved and accepted.

8.1.5 Finance: Adjustment budget 2019/2020 (5/1/18)

Item 7.1.2 of the Executive Mayoral Committee meeting, held on 24 February 2020, refers.

The following documents are attached:

- (a) Memorandum from Acting Director: Finance, dated 17 February 2020: **Annexure 8.1.5(a)**.
- (b) Adjustment budget: 2019/2020 – 2021/2022: **Annexure 8.1.5(b)**.
- (c) Budget schedules: **Annexure 8.1.5(c)**.

The Executive Mayoral Committee resolved on 24 February 2020 to recommend to Council that the adjustment budget of Witzenberg Municipality for the financial year 2019/2020 as set out in the budget documents be approved:

- (i) Table B1 - Budget summary;
- (ii) Table B2 - Adjustment Budget Financial Performance (by standard classification)
- (iii) Table B3 - Budgeted Financial Performance (Revenue and Expenditure) by Vote
- (iv) Table B4 - Adjustment Budget Financial Performance (revenue by source)
- (v) Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.

UNANIMOUSLY RESOLVED

that the Adjustment budget of Witzenberg Municipality for the financial year 2019/2020 as set out in the budget documents be approved:

- (i) *Table B1 - Budget summary;*
- (ii) *Table B2 - Adjustment Budget Financial Performance (by standard classification)*
- (iii) *Table B3 - Budgeted Financial Performance (Revenue and Expenditure) by Vote*
- (iv) *Table B4 - Adjustment Budget Financial Performance (revenue by source)*
- (v) *Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.*

8.2 Direkoraat Tegniëse Dienste / Directorate Technical Services

8.2.1 Terms of reference for a Recycling Forum for Witzenberg Municipality (17/3/2)

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (b) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 23 January 2020.

A memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 30 September 2019, is attached as **annexure 8.2.1**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

The Municipal Manager mentioned that a delegation from the town Essen in Belgium, with whom Witzenberg Municipality has a twinning agreement, will be visiting Witzenberg Municipality from 5 February 2020 in respect of recycling. The idea of the municipality is to support the smaller recycling companies, and this is all in line with the proposed Executive Mayoral strategic session.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

UNANIMOUSLY RESOLVED

that the matter in respect of the Terms of Reference for a Recycling Forum for Witzenberg Municipality be held in abeyance until the next meeting.

8.2.2 Policy for Work and the Installation of Services in the Road Reserve (16/04/4/6)

The following items refer:

- (a) Item 7.4 of the meeting of the Committee for Technical Services, held on 20 November 2019.
- (b) Item 7.2.3 of the Executive Mayoral Committee meeting, held on 23 January 2020.

The following documents are attached:

- (a) Memorandum from the Manager: Streets and Storm Water, dated 4 November 2019: **Annexure 8.2.2(a)**.
- (b) Policy for Work and the Installation of Services in the Road Reserve: **Annexure 8.2.2(b)**.
- (c) Appendix A: List of Active Network Licensees in Witzenberg municipal area: **Annexure 8.2.2(c)**.
- (d) Appendix B: Road works signing for urban streets: **Annexure 8.2.2(d)**.
- (e) Appendix C: DCP Test Result Sheet: **Annexure 8.2.2(e)**.
- (f) Appendix D: Occupational Health and Safety Specification for Construction Works Contracts: **Annexure 8.2.2(f)**.
- (g) Form 1: Way leave Application Form, Form 1.1: Undertaking / Indemnity and Form 1.2: Certificate of Inspection and completion: **Annexure 8.2.2(g)**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

The Executive Mayoral Committee resolved on 23 January 2020 to recommend to Council that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

The following recommendation was tabled to Council:

that the Policy for Work and the Installation of Services in the Road Reserve, after consideration, be approved and adopted by Council.

UNANIMOUSLY RESOLVED

that the matter in respect of the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be submitted for consideration.

**8.2.3 Water restrictions: Tulbagh
(16/2/15)**

Item 7.2.2 of the Executive Mayoral Committee meeting, held on 24 February 2020, refers.

A memorandum from the Director: Technical Services, dated 22 January 2020, is attached as **annexure 8.2.3**.

The Executive Mayoral Committee resolved on 24 February 2020 to recommend to Council:

- (a) that notice be taken of the contents of the report.
- (b) that the Manager: Communication and Marketing be instructed to do awareness campaigns in this regard and inform the Tulbagh residents.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the contents of the report.*
- (b) *that the Manager: Communication and Marketing be instructed to do awareness campaigns in this regard and inform the Tulbagh residents.*

8.2.4 Town planning: Proposed fencing: De Keur Centre, Ceres (15/4/R)

Item 7.2.3 of the Executive Mayoral Committee meeting, held on 24 February 2020, refers.

The following memorandum, dated 30 January 2020, was received from the Senior Manager: Town Planning and Building Control:

“The following documents are attached:

- (a) Letter from Joubert van Vuuren, dated 13 December 2019: **Annexure 8.2.4(a)**.
- (b) Letter to Mr Andre Mouton, dated 16 April 2019: **Annexure 8.2.4(b)**.
- (c) Report from the Town Planner to the Committee for Technical Services dated 26 February 2019: **Annexure 8.2.4(c)**.

Discussion

Mr Andre Mouton, representing the De Keur Centre, requested municipal comment on a preliminary building plan for the erection of a street boundary fence.

A recommendation was made to the Council and on 26 March 2019 the following resolution was taken:

‘UNANIMOUSLY RESOLVED

- (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.’

Subsequently a letter, dated 13 December 2019, was received from Joubert van Vuuren Attorneys urging Council to approve the proposed fencing or face a court application (letter attached as annexure A). The gist of Joubert van Vuuren's argument is as follows:

- (a) Council's decision is subjective and unfairly discriminates against Mr Mouton.
- (b) The owner has a legal duty to ensure the security and protection of its tenants and their customers.
- (c) There are other fences in the main street that can be regarded as "unsightly, objectionable".
- (d) There are many examples of shopping centres in other towns where fences have been approved.
- (e) If the fence is not approved the internal appeal mechanism should be provided, after which process, if the fence is still not been approved, the instruction is to proceed with a court application against the Witzenberg Municipality.

Town Planner comment

Comment on the above-mentioned points of argument is as follow:

- (a) The recommendation to refuse the fence does not seek to discriminate against Mr Mouton. It does not represent a personal opinion, but rather a well-reasoned consideration having regard to sound town planning principles. The concern is to maintain something of the special character of the town of Ceres in the face of many opposing pressures that threaten to damage the appearance of the main street. In addition it seeks to maintain the open character around the De Keur Centre allowing unfettered movement of people between the centre itself, the parking area and the business opposite the street. Movement is also necessary after hours when there is still activity from the Spur restaurant and people enjoying for example an evening walk around the centre. The decision is thus based not only on aesthetics, but also seeks to protect the convenience of the area.
- (b) The majority of businesses in Ceres do not need fencing as a security measure and no convincing evidence is presented that the De Keur Centre is in fact in danger or faces a security threat.
- (c) It is not contested that there are other fences in the main road. They are, however, not at the same scale as that of the proposed fence at the De Keur Centre. In considering a town planning matter each case needs to be considered on its own merits and one example of a fence cannot in itself justify that another is acceptable as each site is different and has its own set of circumstances.
- (d) Each Council is free to decide matters in its own municipal area. Having street boundary fences at shopping centres in other towns is not motivation enough for having it in Ceres.

- (e) Mr Mouton requested an opinion on whether the fence would be allowed and has not submitted formal building plans. Because the proposal is considered significant for the character of the main street of the town the matter was brought to Council for a decision. Mr Mouton can, once he has submitted formal plans for a decision, make an appeal in terms of the provisions of the National Building Regulations.”

The Executive Mayoral Committee resolved on 24 February 2020 to recommend to Council that the application for a proposed street boundary fence on erf 7696, Ceres be refused.

UNANIMOUSLY RESOLVED

that the application for a proposed street boundary fence on erf 7696, Ceres be refused.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council's immovable property: Pigeon Society Clubhouse: Erf 496, Stamper Street, Wolseley (7/1/4/1)

The following items refer:

- (a) Item 6.4 of the meeting of the Committee for Corporate and Financial Services, held on 28 August 2019.
- (b) Item 7.4.2 of the Executive Mayoral Committee meeting, held on 24 October 2019.
- (c) Item 8.4.2 of the Council meeting, held on 30 October 2019.
- (d) Item 7.4.3 of the Executive Mayoral Committee meeting held on 24 February 2020.

A memorandum from the Senior Legal Advisor, dated 21 January 2019, is attached as **annexure 8.4.1**.

The Committee for Corporate and Financial Services resolved on 28 August 2019 to recommend to the Executive Mayoral Committee and Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 30 October 2019 that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The Executive Mayoral Committee resolved on 24 February 2020 to recommend to Council that a Supply Chain process be followed in respect of the allocation of the Pigeon Society Clubhouse on erf 496, Stamper Street, Wolseley.

UNANIMOUSLY RESOLVED

that a Supply Chain process be followed in respect of the allocation of the Pigeon Society Clubhouse on erf 496, Stamper Street, Wolseley.

**8.4.2 LA Retirement Fund: Annual General Meeting: 29 May 2020
(12/1/1/2)**

Item 7.4.2 of the Executive Mayoral Committee meeting, held on 24 February 2020, refers.

A letter from the LA Retirement Fund, dated 24 January 2020, is attached as **annexure 8.4.2**.

The Executive Mayoral Committee resolved on 24 February 2020 to recommend to Council:

- (a) that Alderman TT Godden be nominated to represent the municipality at the Annual General Meeting of the LA Retirement Fund on 29 May 2020 in Bellville.
- (b) that Councillor MD Jacobs be nominated as the secundi to represent the municipality at the meeting supra (a).

UNANIMOUSLY RESOLVED

- (a) *that Alderman TT Godden be nominated to represent the municipality at the Annual General Meeting of the LA Retirement Fund on 29 May 2020 in Bellville.*
- (b) *that Councillor MD Jacobs be nominated as the secundi to represent the municipality at the meeting supra (a).*

**8.4.3 Property exchange transaction: Erf 5957 Nduli and Nduli commonage (erf 5958), Ceres
(7/1/1/1 & 7/1/4/2)**

The following items refer:

- (a) Item 7.4.3 of the Executive Mayoral Committee meeting, held on 24 October 2019.
- (b) Item 8.4.7 of the Council meeting, held on 30 October 2019.
- (c) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 4 December 2019.
- (d) Item 7.4.1 of the Executive Mayoral Committee meeting held on 24 February 2020.

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

Purpose

To consider recommending to Council to approve a possible property exchange transaction between the owner of a portion of erf 5957, Nduli, Ceres and the Witzenberg Municipality who is the owner of a portion of the Nduli commonage, erf 5958.

Deliberation

Mr Petrus Johannes Mostert is the registered owner of erf 5957, Nduli, Ceres. A copy of the Deeds Registry enquiry to this effect is attached as **annexure 8.4.3(a)**.

A portion of this erf is covered with graves and is generally been regarded by the public as part of the Nduli cemetery. This confusion crept as a result of a fence that was erroneously erected as a border fence between the graveyard and the private erf. The owner is frustrated, because he cannot use his property for the purpose required. He has proposed, in an attempt to resolve the impasse, that the municipality considers alienating a portion of commonage 5958, which is reflected on the attached **annexure 8.4.3(b)** with an X, in favour of himself. The portion of the commonage marked with an X is the property where the mobile post office has been erected. (The post office has been vandalised and the indication is that it will not be repaired or replaced). The Post Office previously indicated, prior to the destruction of the building, that they will rather sub-lease the building than conducting any services themselves. The size of the property in question is 775 square metres.

The owner, Mr Mostert, will in exchange for the commonage transfer a portion of erf 5957, marked as Y on the Google map, to the municipality for incorporation to the graveyard. The size of the portion marked Y is 993 square metres. The proposal further includes that no financial considerations be given for the transfer of the properties.

Legal implication

The alienation of the municipal property must be dealt with in terms of Section 14 of the Municipal Finance Act. In this instance the municipality must take a decision that the property is not required for minimum service delivery. The municipality is currently impeding on the rights of the owner of erf 5957. The market value of the asset to be received will in any event be higher than the value of the asset to be alienated.

Financial implication

There will be no financial implications except for the cost of any subdivision, consolidation, transfer cost and any other incidental costs relating to the transfer of the property."

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 30 October 2019 that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 4 December 2019 that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance for an in loco site inspection.

The Executive Mayoral Committee resolved on 24 February 2020 to recommend to Council that the matter in respect of the property exchange transaction between erf 5957, Nduli and Nduli commonage (erf 5958), Ceres be deliberated by Council and after that a resolution be taken.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the property exchange transaction between erf 5957, Nduli and Nduli commonage (erf 5958), Ceres be deliberated by Council and after that a resolution be taken.

UNANIMOUSLY RESOLVED

that the matter in respect of the property exchange transaction between erf 5957, Nduli and Nduli commonage (erf 5958), Ceres be held in abeyance for a Public Participation Process and after that be tabled to Council for consideration.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

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

Alderman JW Schuurman requested that the matter in respect of erf 2245 (26 Albert Crescent, Ceres) be attended to.

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON WEDNESDAY, 25 MARCH 2020 AT 10:00

PRESENT

Alderman TT Godden (Speaker) (COPE)
Councillor BC Klaasen (Executive Mayor) (DA)
Alderman K Adams (Deputy Executive Mayor) (DA)
Councillor TE Abrahams (DA)
Councillor P Daniels (DA) (Regarded as in attendance in terms of Council resolution)
Councillor P Heradien (ICOSA)
Councillor D Kinnear (DA) (Regarded as in attendance in terms of Council resolution)
Councillor C Lottering (DA)
Councillor TP Mgoboza (ANC)
Councillor ZS Mzauziwa-Mdishwa (DA)
Councillor MJ Ndaba (ANC)
Councillor N Phatsoane (ANC)
Alderlady JT Phungula (ANC)
Alderman JW Schuurman (ANC)
Councillor EM Sidego (DA)
Councillor RJ Simpson (ANC)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)

Officials

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

1. OPENING AND WELCOME

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

NOTED

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)**

An application for leave of absence from the meeting was received from Councillor G Laban.

RESOLVED

that the application for leave of absence from the meeting, received from Councillor G Laban, be approved.

**2.2 Confidentiality and Conflict of Interest Declaration
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was signed by all Councillors.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Councillor BC Klaasen conveyed on behalf of Council congratulations to the following Councillors and spouse on their birthdays:

❖	Councillor M Ndaba	3 March
❖	Councillor G Laban	19 March
❖	Mr Simon Phungula	3 April
❖	Councillor P Daniels	8 April
❖	Alderman J Schuurman	13 April
❖	Councillor C Lottering	21 April

NOTED.

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

The Speaker requested Council to regard the COVID-19 pandemic regulations as serious and to spread the message of:

- Keep safe.
- Stay at home.

NOTED

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

- (a) The Executive Mayor mentioned that the COVID-19 pandemic is a reality which is with us. The Executive Mayor requested Council to assist with the spread of the message:
- Keep safe.
 - Stay at home.
- (b) The Executive Mayor expressed concern that the community in Ceres operates as if COVID-19 is not a reality. Councillors are requested to assist with the message and that Council rises to the occasion. The reality of COVID-19 will kick in when people start to die.
- (c) The Executive Mayor requested that everyone keep social distancing. The Municipal Manager was requested to forward a letter to businesses on behalf of Council to keep social distance.
- (d) The Executive Mayor requested everyone to comply with the COVID-19 regulations otherwise to bear the consequences.
- (e) The Executive Mayor mentioned with concern that he had noticed the transportation of farmworkers in trucks to town. This is a time to cooperate and support. The State President called on us to lead by example. The task is enormous, but if we walk together we can overcome.

NOTED

3.4 Matters raised by the Municipal Manager

None

NOTED

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 30 October 2019: **Annexure 4.1(a)**.
- (b) Council meeting, held on 11 December 2019: **Annexure 4.1(b)**.
- (c) Council meeting, held on 28 January 2020: **Annexure 4.1(c)**.
- (d) Council meeting, held on 25 February 2020: **Annexure 4.1(d)**.

The following recommendation was tabled to Council:

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

- (i) Council meeting, held on 30 October 2019.
- (ii) Council meeting, held on 11 December 2019.
- (iii) Council meeting, held on 28 January 2020.
- (iv) Council meeting, held on 25 February 2020.

UNANIMOUSLY RESOLVED

that the approval of the minutes be held in abeyance until the next meeting.

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

8.1.1 Finance: Draft Budget, Draft Review and Amendments to IDP 2017 - 2022 and Draft Top Layer SDBIP: 2020/2021
(5/1/1/19; 2/2/1 & 5/1/5/13)

The following memorandum, dated 18 March 2020, was received from the Acting Director: Finance:

“1. Purpose

The purpose of this report is to table the 2020/2021 Draft Budget, Draft Review and Amendments to the IDP 2017 - 2022 and Draft Top Layer SDBIP for consideration to Council.

2. Legal framework

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

'Annual budgets

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

'Contents of annual budgets and supporting documents

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

- (3) When an annual budget is tabled in terms of Section 16 (2), it must be accompanied by the following documents:
- (a) draft resolutions –
 - (i) approving the budget of the municipality;
 - (ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year;
 - (iii) approving the budgets for the relevant financial year of each municipal entity under the sole or shared control of the municipality; and
 - (iv) approving any other matter that may be prescribed;
 - (b) measurable performance objectives for each vote in the budget, taking into account the municipality's integrated development plan;
 - (c) a projection of cash flow for the budget year by revenue source, broken down per month;
 - (d) any proposed amendments to the municipality's integrated development plan following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;
 - (e) any proposed amendments to the budget-related policies of the municipality;
 - (f) particulars of the municipality's investments;
 - (g) any prescribed budget information on municipal entities under the sole or shared control of the municipality;
 - (h) particulars of all proposed new municipal entities which the municipality intends to establish or in which the municipality intends to participate;
 - (i) particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements;
 - (j) particulars of any proposed allocations or grants by the municipality to –
 - (i) other municipalities;
 - (ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers;
 - (iii) any other organs of state;
 - (iv) any organisations or bodies referred to in section 67(1);
 - (k) the proposed cost to the municipality for the budget year of the salary, allowances and benefits of –
 - (i) each political office-bearer of the municipality;
 - (ii) councillors of the municipality; and
 - (iii) the municipal manager, the chief financial officer, each senior manager of the municipality and any other official of the municipality at a remuneration package at least equal to that of a senior manager;
 - (l) the proposed cost for the budget year to a municipal entity under the sole or shared control of the municipality of the salary, allowances and benefits of –
 - (i) each member of the entity's board of directors; and
 - (ii) the chief executive officer and each senior manager of the entity; and
 - (m) any other supporting documentation as may be prescribed.'

'Funding of expenditures

18. (1) An annual budget may only be funded from –
- (a) realistically anticipated revenues to be collected;
 - (b) cash-backed accumulated funds from previous years' surpluses not committed for other purposes; and
 - (c) borrowed funds, but only for the capital budget referred to in section 17 (2).
- (2) Revenue projections in the budget must be realistic, taking into account –
- (a) projected revenue for the current year based on collection levels to date; and
 - (b) actual revenue collected in previous financial years.'

The following documents are attached:

- (a) Draft Top Layer SDBIP for 2020/2021: **Annexure 8.1.1(a)**.
- (b) Draft Review and Amendments to IDP 2017 – 2022: **Annexure 8.1.1(b)**.
- (c) Draft Budget: 2020/2021 – 2022/2023: **Annexure 8.1.1(c)**.
- (d) Draft Budget Related Policies: 2020/2021: **Annexure 8.1.1(d)**.
- (e) Draft Budget Schedules: 2020/2021 – 2022/2023: **Annexure 8.1.1(e)**.
- (f) Procurement Plan: 2020/2021: **Annexure 8.1.1(f)**.

UNANIMOUSLY RESOLVED

- (a) *that Council takes notice of the Draft Budget, the Draft Review and Amendments to the IDP 2017 - 2022 and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2020/2021 and the indicative budget for the three years 2020/2021, 2021/2022 and 2022/2023 that have been tabled by the Executive Mayor in Council.*
- (b) *that the documents be advertised and made available at all libraries and municipal offices of Council.*
- (c) *that the public meetings, if any, be conducted in accordance with the guidelines of the National State of Disaster (COVID-19).*
- (d) *that an executive summary in the form of a pamphlet be distributed to households within the Witzenberg municipal area.*

**8.1.2 Witzenberg Annual Report and Oversight Report: 2018/2019
(5/14/2 & 9/1/1)**

The following items refer:

- (a) Item 7.2 of the MPAC meeting, held on 3 March 2020.
- (b) Item 7.3 of the MPAC meeting, held on 3 March 2020.

The Municipal Public Accounts Committee resolved per item 7.2 of 3 March 2020 to recommend to Council:

- (a) that Administration tables a full report on the Supply Chain Regulation, Section 32 matter to Council to further referral to the MEC and National Treasury.
- (b) that Council re-establishes the Task Team to address the concern of the AGSA on debt impairment and to report on progress regarding the implementation of credit control.
- (c) that Administration continues to execute the Credit Control Policy with due diligence and adherence.
- (d) that the Public Office bearers, in conjunction with Administration, should make a collective drive to the public to campaign the importance of paying for municipal services.
- (e) that Council takes note of the reliance on government grants and that Council investigates other means of revenue streams over medium to longer term.
- (f) that the Performance, Risk and Audit Committee has recommended 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.
- (g) Where Management has agreed to specific action plans these should be implemented timeously to improve the control environment and performance.
- (h) that Management improves the management of Information Communication Technology (ICT) risks.

The Municipal Public Accounts Committee resolved per item 7.3 of 3 March 2020 to recommend to Council:

that the Municipal Public Accounts Committee (MPAC), having fully considered the 2018/2019 Annual Report of the Witzenberg Municipality, recommends that Council adopts the 2018/2019 Oversight Report and approves the 2018/2019 Annual Report without reservation.

The following memorandum, dated 18 March 2020, was received from the Municipal Manager:

Purpose

The purpose of this report is to submit the Annual Report and Oversight Report for 2018/2019 to Council for consideration.

Legislature framework

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

Section 129 to 131 of the Municipal Finance Management Act (Act 56 of 2003) states as follows:

129. Oversight reports on annual reports.

(1) The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council—

- (a) has approved the annual report with or without reservations;
- (b) has rejected the annual report; or
- (c) has referred the annual report back for revision of those components that can be revised.

(2) The accounting officer must—

- (a) attend council and council committee meetings where the annual report is discussed, for the purpose of responding to questions concerning the report; and
- (b) submit copies of the minutes of those meetings to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.

(3) The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.

(4) The National Treasury may issue guidelines on—

- (a) the manner in which municipal councils should consider annual reports and conduct public hearings; and
- (b) the functioning and composition of any public accounts or oversight committees established by the council to assist it to consider an annual report.

(5) No guidelines issued in terms of subsection (4) are binding on a municipal council unless adopted by the council.

(6) This section, with the necessary modifications as the context may require, is also applicable if only components of the annual report were tabled in terms of section 127 (3).

130. Council meetings open to public and certain public officials.

(1) The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organs of state, and a reasonable time must be allowed—

- (a) for the discussion of any written submissions received from the local community or organs of state on the annual report; and
- (b) for members of the local community or any organs of state to address the council.

(2) Representatives of the Auditor-General are entitled to attend, and to speak at, any council meeting referred to in subsection (1).

(3) This section, with the necessary modifications as the context may require, is also applicable if only components of the annual report were tabled in terms of section 127 (3).

131. Issues raised by Auditor-General in audit reports.

(1) A municipality must address any issues raised by the Auditor-General in an audit report. The mayor of a municipality must ensure compliance by the municipality with this subsection.

(2) The MEC for local government in the province must—

- (a) assess all annual financial statements of municipalities in the province, the audit reports on such statements and any responses of municipalities to such audit reports, and determine whether municipalities have adequately addressed any issues raised by the Auditor-General in audit reports; and

(b) report to the provincial legislature any omission by a municipality to adequately address those issues within 60 days.'

Discussion

The Draft Annual Report for 2018/2019 was tabled to Council on 28 January 2020.

Council unanimously resolved per item 8.1.7 of 28 January 2020:

- (a) That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.
- (b) That a public participation process be followed as prescribed by law.
- (c) That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers.

The following reports are attached:

- (a) Annual Report for 2018/2019: **Annexure 8.1.2(a)**.
- (b) Oversight Report for 2018/2019: **Annexure 8.1.2(b)**."

UNANIMOUSLY RESOLVED

- (a) *that, having fully considered the 2018/2019 Annual Report of the Witzenberg Municipality, Council adopts the 2018/2019 Oversight Report and approves the 2018/2019 Annual Report without reservations.*
- (b) *that notice be taken of the recommendations of the Municipal Public Accounts Committee and that same be accepted and implemented.*
- (c) *that notice be taken of the recommendations of the Performance, Risk and Audit Committee highlighted by the Municipal Public Accounts Committee.*

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

None

NOTED

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Lease agreement: Vrolike Vinkies (7/1/4/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Community Development, held on 19 April 2018.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 July 2018.
- (c) Item 8.3.3 of the Council meeting, held on 25 July 2018.
- (d) Item 7.3.2 of the Executive Mayoral Committee meeting, held on 30 October 2018.
- (e) Item 8.3.2 of the Council meeting, held on 31 October 2018.
- (f) Item 7.3.1 of the Executive Mayoral Committee meeting held on 21 January 2019.
- (g) Item 7.2 of the Committee for Community Development meeting, held on 14 February 2019.
- (h) Item 7.2 of the Committee for Community Development meeting, held on 25 July 2019.
- (i) Item 7.1 of the Committee for Community Development meeting, held 22 August 2019.
- (j) Item 7.1 of the Committee for Community Development meeting, held on 17 October 2019.
- (k) Item 7.3.4 of the Executive Mayoral Committee meeting, held on 23 March 2020.

A memorandum from the Director: Community Services, dated 6 April 2018, is attached as **annexure 8.3.1**.

The Committee for Community Development resolved on 19 April 2018 to recommend to the Executive Mayoral Committee and Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 23 July 2018 that the matter in respect of the lease agreement of Vrolike Vinkies be held in abeyance until the next meeting.

Council resolved on 25 July 2018 that notice be taken that the matter in respect of the lease agreement of Vrolike Vinkies was held in abeyance by the Executive Mayoral Committee.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2018 that the matter in respect of the Vrolike Vinkies lease agreement be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the request for the renewal of the lease agreement and the erection of Nutech building in relation to the future plans of The Island Resort.

The Executive Mayoral Committee resolved on 21 January 2019 that the matter with regard to Vrolike Vinkies crèche be referred to the Committee for Community Development to consider the possibilities to move the crèche to an alternative venue due to safety reasons for the children.

The Committee for Community Development resolved on 14 February 2019 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

That the Executive Mayor, Deputy Executive Mayor and the Committee members engage with the management of Vrolike Vinkies Crèche for an information session in respect of a future venue for the Vrolike Vinkies Crèche after a meeting with the MEC of Social Development, Mr. A Fritz.

The Committee for Community Development resolved on 25 July 2019 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

The Committee for Community Development resolved on 22 August 2018 that the matter in respect of the lease agreement of Vrolike Vinkies Crèche be held in abeyance until the next meeting.

The Chairperson requested that the matter in respect of the lease agreement of Vrolike Vinkies be held in abeyance and tabled as an outstanding item on the agenda for Community Development.

An engagement with regard to the Vrolike Vinkies Crèche needs to be done with the newly appointed Minister of Social Development, Ms Sharna Fernandez.

The Acting Manager: Social Economic Development mentioned that the current state of the building is a safety risk for Council.

The Committee for Community Development resolved on 17 October 2019:

- (a) that the Executive Mayor, Deputy Executive Mayor and the Committee members engage with the management of Vrolike Vinkies Crèche for an information session in respect of a future venue for the Vrolike Vinkies Crèche after a meeting with the MEC for Social Development, Ms. S Fernandez.
- (b) that the matter in respect of the lease agreement for Vrolike Vinkies Crèche be held in abeyance and tabled as an outstanding item on the agenda of the Committee for Community Development

Comments from Municipal Manager, dated 18 March 2020:

“A meeting took place on 13 February 2020 between the Executive Mayor, Councillor Dirk Swart, Municipal Manager and Ms Andaleen Coetzee of Vrolike Vinkies. The Executive Mayor explained the reason for the delay and also informed Ms Coetzee that the matter of alternative accommodation for Vrolike Vinkies was already brought to the attention of the MEC for Social Development, Ms. S Fernandez. At the said meeting the MEC requested that the matter be pursued with Public Works.

Ms Jackie Gooch of Public Works was tasked to investigate and revert to the Executive Mayor on the outcome of the request. Unfortunately up to date no further progress report has been received from the relevant department. Ms Coetzee explained the predicament of Vrolike Vinkies and mentioned that the lease agreement is a pre-requirement for funding from the Department of Social Services and other state departments. Failure to present such a lease agreement will be catastrophic for Vrolike Vinkies. A temporary solution was offered in terms whereof Ms Coetzee was informed that Council will be approached to consider entering into a lease agreement for a period of twelve months.”

The Executive Mayoral Committee resolved on 23 March 2020 to recommend to Council:

- (a) that Council enters into a lease agreement with Vrolike Vinkies Crèche to comply with the pre-requirement for funding from the Department of Social Development and other state departments.
- (b) that a lease amount of R200-00 per month is payable.
- (c) that the agreement is valid for twelve months from date of contract signing.
- (d) that the Municipal Manager be authorised to sign the agreement on behalf of the municipality.

UNANIMOUSLY RESOLVED

- (a) *that Council enters into a lease agreement with Vrolike Vinkies Crèche to comply with the pre-requirement for funding from the Department of Social Development and other state departments.*
- (b) *that a lease amount of R200-00 per month is payable.*
- (c) *that the agreement is valid for twelve months from date of contract signing.*
- (d) *that the Municipal Manager be authorised to sign the agreement on behalf of the municipality.*

8.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 National state of disaster: COVID-19 (17/7/3/P)

Item 7.4.1 of the Executive Mayoral Committee meeting, held on 23 March 2020, refers.

Regulations issued in terms of Section 27(2) of the Disaster Management Act, 2002 (Act no. 57 of 2002), dated 18 March 2020, is attached as **annexure 8.4.1(a)**.

The Executive Mayoral Committee resolved on 23 March 2020 to recommend to Council:

- (a) that it be noted that the COVID-19 pandemic has been declared a national state of disaster by the President (per Government Notice no. 313 of 15 March 2020), and of the presidential directives issued in this regard.
- (b) that cognisance be taken of the regulations as promulgated in the Government Gazette no. 43107, dated 18 March 2020, as attached.
- (c) that the following measures be implemented with immediate effect in an attempt to curb the spreading of COVID-19 in the Witzenberg municipal area:
 - (i) Municipal services to provisionally continue as normal, but residents be encouraged to avoid non-essential visits to any of the municipal offices and facilities and to rather use online, telephone and electronic services.
 - (ii) The following municipal facilities be closed with immediate effect, until further notice:

community halls, town halls and library halls, Pine Forest Resort, swimming pools, sports facilities and club houses.
 - (iii) Approval be granted that existing bookings of said facilities either be cancelled or postponed and that fees be refunded without recovering the administrative fee associated with cancellations.
 - (iv) The operating hours of the libraries remain unchanged for the time being, but that only basic services (taking out and returning of reading material) be provided and that access and number control be applied.
 - (v) Cemeteries remain open, but users be made aware of the legal number limits applicable to gatherings.
 - (vi) Customer offices, such as cash offices, traffic licencing and test centres remain open to the public for the time being, but strong precaution be taken to ensure a heightened level of hygiene.
 - (vii) All public engagements and gatherings, including ward committee meetings, sectoral and other IDP and budget-related public participation meetings be cancelled until further notice.

- (viii) Meetings of the Council and its committees provisionally continue as scheduled, but that members of the public will not be allowed access to these meetings, but not excluding the media.
- (ix) All community development projects and holiday programmes scheduled and presented by the Directorate Community Development during the school holiday and on public holidays, be cancelled.
- (x) No applications be approved in terms of the Gatherings Act, as well as in terms of the Municipality's By-law regarding the Holding of Events, and existing approvals be cancelled until further notice.
- (xi) The Municipal Manager be authorised to take urgent decisions relating to the COVID pandemic, inter alia regarding, but not limited to, the following:
- Identification of available sites to be used as isolation and quarantine facilities, and to submit the list to the Department of Health (as per regulations);
 - Shortening/determination of periods as determined in this resolution;
 - Increased access control and security measures at inter alia municipal offices, stores, test centres;
 - Appointment of a task team and communication spokesperson(s) as well as determination of communication methods and handling of enquiries ("hotline");
 - Closure/reopening of facilities and termination/continuation of services;
 - Safety measures for staff e.g. provisional suspension of biometrics, approval and criteria of special/quarantine leave, use of protective equipment/clothing, shift systems and working from home, awareness measures;
 - Attendance of courses, workshops and meetings by staff representatives.
- (d) that all public communication regarding COVID-19 be issued under the name of the Executive Mayor and internal communication (with staff) by the Municipal Manager or his nominee(s).
- (e) that the designated police offices (DPO's) be requested to communicate the information in the regulations in as far as it relates to the operating hours of on and off consumption premises, to licensees.
- (f) that a press release be issued to communicate the measures contained herein and applicable to the public, for publication on the website, social media and in the local newspapers.
- (g) that a copy of this resolution be communicated to all Councillors.

The Witzenberg Municipality Disaster Management Plan for COVID-19 is attached as **annexure 8.4.1(b)**.

UNANIMOUSLY RESOLVED

- (a) *that it be noted that the COVID-19 pandemic has been declared a national state of disaster by the President (per Government Notice no. 313 of 15 March 2020), and of the presidential directives issued in this regard.*
- (b) *that cognisance be taken of the regulations as promulgated in the Government Gazette no. 43107, dated 18 March 2020, as attached.*
- (c) *that the following measures be implemented with immediate effect in an attempt to curb the spreading of COVID-19 in the Witzenberg municipal area:*
 - (i) *Municipal services to provisionally continue as normal, but residents be encouraged to avoid non-essential visits to any of the municipal offices and facilities and to rather use online, telephone and electronic services.*
 - (ii) *The following municipal facilities be closed with immediate effect, until further notice:*

community halls, town halls and library halls, Pine Forest Resort, swimming pools, sports facilities and club houses.
 - (iii) *Approval be granted that existing bookings of said facilities either be cancelled or postponed and that fees be refunded without recovering the administrative fee associated with cancellations.*
 - (iv) *The operating hours of the libraries remain unchanged for the time being, but that only basic services (taking out and returning of reading material) be provided and that access and number control be applied.*
 - (v) *Cemeteries remain open, but users be made aware of the legal number limits applicable to gatherings.*
 - (vi) *Customer offices, such as cash offices, traffic licencing and test centres remain open to the public for the time being, but strong precaution be taken to ensure a heightened level of hygiene.*
 - (vii) *All public engagements and gatherings, including ward committee meetings, sectoral and other IDP and budget-related public participation meetings be cancelled until further notice.*
 - (viii) *Meetings of the Council and its committees provisionally continue as scheduled, but that members of the public will not be allowed access to these meetings, but not excluding the media.*
 - (ix) *All community development projects and holiday programmes scheduled and presented by the Directorate Community Development during the school holiday and on public holidays, be cancelled.*
 - (x) *No applications be approved in terms of the Gatherings Act, as well as in terms of the Municipality's By-law regarding the Holding of Events, and existing approvals be cancelled until further notice.*

(xi) *The Municipal Manager be authorised to take urgent decisions relating to the COVID pandemic, inter alia regarding, but not limited to, the following:*

- *Identification of available sites to be used as isolation and quarantine facilities, and to submit the list to the Department of Health (as per regulations);*
- *Shortening/determination of periods as determined in this resolution;*
- *Increased access control and security measures at inter alia municipal offices, stores, test centres;*
- *Appointment of a task team and communication spokesperson(s) as well as determination of communication methods and handling of enquiries (“hotline”);*
- *Closure/reopening of facilities and termination/continuation of services;*
- *Safety measures for staff e.g. provisional suspension of biometrics, approval and criteria of special/quarantine leave, use of protective equipment/clothing, shift systems and working from home, awareness measures;*
- *Attendance of courses, workshops and meetings by staff representatives.*

(d) *that all public communication regarding COVID-19 be issued under the name of the Executive Mayor and internal communication (with staff) by the Municipal Manager or his nominee(s).*

(e) *that the designated police offices (DPO’s) be requested to communicate the information in the regulations in as far as it relates to the operating hours of on and off consumption premises, to licensees.*

(f) *that a press release be issued to communicate the measures contained herein and applicable to the public, for publication on the website, social media and in the local newspapers.*

(g) *that a copy of this resolution be communicated to all Councillors.*

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

10. FORMAL AND STATUTORY MATTERS

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE VIRTUAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD ON WEDNESDAY, 27 MAY 2020 AT 09:00

PRESENT

Councillors

Alderman TT Godden (Speaker) (COPE)
Councillor BC Klaasen (Executive Mayor) (DA)
Alderman K Adams (Deputy Executive Mayor) (DA)
Councillor TE Abrahams (DA)
Councillor P Daniels (DA)
Councillor D Kinnear (DA)
Councillor C Lottering (DA)
Councillor T Mgoboza (ANC)
Councillor ZS Mzauziwa-Mdishwa (DA)
Councillor N Phatsoane (ANC)
Alderlady JT Phungula (ANC)
Alderman JW Schuurman (ANC)
Alderman H Smit (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluzi (Director: Corporate Services)
Mr J Barnard (Director: Technical Services)
Mr CG Wessels (Manager: Administration)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr R Rhode (ICT)
Mr J Pieterse (ICT)

1. OPENING AND WELCOME

The Speaker welcomed everyone at the first virtual Council meeting of the municipality and requested Councillor C Lottering afterwards to open the meeting with a prayer.

NOTED

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)

An application for leave of absence from the meeting was received from Councillor H Visagie.

UNANIMOUSLY RESOLVED

that the application for leave of absence from the meeting, received from Councillor H Visagie, be accepted.

**2.2 Confidentiality and Conflict of Interest Declaration
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was verbally declared by all Councillors.

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

None

NOTED

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

The Executive Mayor rendered the budget speech under item 8.1.2.

NOTED

3.3 Matters raised by the Municipal Manager

None

NOTED

4. MINUTES

None

NOTED

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direkoraat Finansies / Directorate Finance

8.1.1 Amended Integrated Development Plan (IDP) 2017 to 2022: Proposed amendments for 2020/2021 (2/2/1)

Item 7.1.1 of the Executive Mayoral Committee meeting, held on 22 May 2020, refers.

The Amended Integrated Development Plan for 2017 to 2022 with proposed amendments for 2020/2021 is attached as **annexure 8.1.1**.

The reason for the amendments is adopting the Witzenberg Spatial Development Framework as a core component of the Integrated Development Plan.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that the proposed Amended 2017 to 2022 Integrated Development Plan (IDP) be adopted.
- (b) that the Witzenberg Spatial Development Framework (SDF) be adopted as a core component of the 2017 to 2022 Integrated Development Plan.

The Executive Mayoral Committee resolved on 22 May 202 to recommend to Council:

- (a) that the recommendation of the Council workshop in respect of the Amended Integrated Development Plan (IDP) 2017 to 2022 be adopted.
- (b) that the Witzenberg Spatial Development Framework (SDF) be adopted as a core component of the 2017 to 2022 Integrated Development Plan.

UNANIMOUSLY RESOLVED

- (a) *that the proposed Amended 2017 to 2022 Integrated Development Plan (IDP) be adopted.*
- (b) *that the Witzenberg Spatial Development Framework (SDF) be adopted as a core component of the 2017 to 2022 Integrated Development Plan.*
- (c) *that Council can amend the Integrated Development Plan (IDP) 2017 to 2022 if necessary.*

**8.1.2 Finance: Budget 2020/2021
(5/1/1/19)**

Item 7.1.2 of the Executive Mayoral Committee meeting, held on 22 May 2020, refers.

The following documents are attached:

- (a) Memorandum from the Acting Director: Finance, dated 19 May 2020: **Annexure 8.1.2(a)**.
- (b) Budget for 2020/2021 – 2022/2023: **Annexure 8.1.2(b)**.
- (c) Rates and tariffs 2020/2021: **Annexure 8.1.2(c)**.
- (d) Budget related policies 2020/2021: **Annexure 8.1.2(d)**.
- (e) Capital budget 2020/2021: **Annexure 8.1.2(e)**.
- (f) MFMA Budget Circular: **Annexure 8.1.2(f)**.
- (g) Provincial Treasury Circular, dated 19 March 2020: **Annexure 8.1.2(g)**.
- (h) LG MTEC Integrated Planning and Budgeting Assessment: **Annexure 8.1.2(h)**.
- (i) LG MTEC responses 2020/2021: **Annexure 8.1.2(i)**.

The following recommendation was tabled to the Executive Mayoral Committee:

- (a) That the annual budget of Witzenberg Municipality for the financial year 2020/2021 and indicative for the two projected years 2021/2022 and 2022/2023, as set out in the schedules, 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 8.1.2(c) and any other municipal tax reflected in annexure 8.1.2(c) are imposed for the budget year 2020/2021.
- (c) Tariffs and charges reflected in annexure 8.1.2(c) are approved for the budget year 2020/2021.
- (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 2020/2021.
- (e) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2020/2021.

- (f) That the new amended budget related policies be approved with implementation as from 1 July 2020:
- (i) Tariff Policy
 - (ii) Property Rates Policy
 - (iii) Credit Control and Debt Collection Policy
 - (iv) Cash Management and Investment Policy
 - (v) Consumer Payment Incentive Policy
 - (vi) Municipal Supply Chain Management Policy
 - (vii) Petty Cash Policy
 - (viii) Indigent Policy
 - (ix) Budget Policy
 - (x) Budget Virement Policy
 - (xi) Asset Management Policy
 - (xii) Funding and Reserves Policy
 - (xiii) Cellular Telephone and Data Card Policy
 - (xiv) Borrowing Policy
 - (xv) Long Term Financial Plan Policy
 - (xvi) Transport, Travel and Subsistence Allowance
 - (xvii) Post-Employment Medical Aid Contributions
 - (xviii) Travel Management Policy
 - (xix) Cost Containment Policy
- (g) That Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury.
- (h) That Council takes cognisance of the LG MTEC Integrated Planning and Budgeting Assessment and the responses by the municipality.

The Executive Mayoral Committee resolved on 22 May 2020 to recommend to Council:

- (a) That the recommendation of the Council workshop in respect of the Budget 2020/2021 be adopted by Council.
- (b) That the annual budget of Witzenberg Municipality for the financial year 2020/2021 and indicative for the two projected years 2021/2022 and 2022/2023, as set out in the schedules, 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.
- (c) Property rates reflected in annexure 8.1.2(c) and any other municipal tax reflected in annexure 8.1.2(c) are imposed for the budget year 2020/2021.
- (d) Tariffs and charges reflected in annexure 8.1.2(c) are approved for the budget year 2020/2021.

- (e) 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 2020/2021.
- (f) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2020/2021.
- (g) That the new amended budget related policies be approved with implementation as from 1 July 2020:
 - (i) Tariff Policy
 - (ii) Property Rates Policy
 - (iii) Credit Control and Debt Collection Policy
 - (iv) Cash Management and Investment Policy
 - (v) Consumer Payment Incentive Policy
 - (vi) Municipal Supply Chain Management Policy
 - (vii) Petty Cash Policy
 - (viii) Indigent Policy
 - (ix) Budget Policy
 - (x) Budget Virement Policy
 - (xi) Asset Management Policy
 - (xii) Funding and Reserves Policy
 - (xiii) Cellular Telephone and Data Card Policy
 - (xiv) Borrowing Policy
 - (xv) Long Term Financial Plan Policy
 - (xvi) Transport, Travel and Subsistence Allowance
 - (xvii) Post-Employment Medical Aid Contributions
 - (xviii) Travel Management Policy
 - (xix) Cost Containment Policy
- (h) That Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury.
- (i) That Council takes cognisance of the LG MTEC Integrated Planning and Budgeting Assessment and the responses by the municipality.

The Executive Mayor submitted the Witzenberg Municipality Budget for 2020/2021 and delivered the Budget speech, which is attached as **annexure 8.1.2(j)**.

UNANIMOUSLY RESOLVED

- (a) *That the annual budget of Witzenberg Municipality for the financial year 2020/2021 and indicative for the two projected years 2021/2022 and 2022/2023, as set out in the schedules, 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 8.1.2(c) and any other municipal tax reflected in annexure 8.1.2(c) are imposed for the budget year 2020/2021.*
- (c) *Tariffs and charges reflected in annexure 8.1.2(c) are approved for the budget year 2020/2021.*
- (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 2020/2021.*
- (e) *The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2020/2021.*
- (f) *That the new amended budget related policies be approved with implementation as from 1 July 2020:*
 - (i) *Tariff Policy*
 - (ii) *Property Rates Policy*
 - (iii) *Credit Control and Debt Collection Policy*
 - (iv) *Cash Management and Investment Policy*
 - (v) *Consumer Payment Incentive Policy*
 - (vi) *Municipal Supply Chain Management Policy*
 - (vii) *Petty Cash Policy*
 - (viii) *Indigent Policy*
 - (ix) *Budget Policy*
 - (x) *Budget Virement Policy*
 - (xi) *Asset Management Policy*
 - (xii) *Funding and Reserves Policy*
 - (xiii) *Cellular Telephone and Data Card Policy*
 - (xiv) *Borrowing Policy*
 - (xv) *Long Term Financial Plan Policy*
 - (xvi) *Transport, Travel and Subsistence Allowance*
 - (xvii) *Post-Employment Medical Aid Contributions*
 - (xviii) *Travel Management Policy*
 - (xix) *Cost Containment Policy*
- (g) *That Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury.*
- (h) *That Council takes cognisance of the LG MTEC Integrated Planning and Budgeting Assessment and the responses by the municipality.*

**8.1.3 Finance: Draft Adjustment Budget 2019/2020
(5/1/1/18)**

The following documents are attached:

- (a) Memorandum from Acting Director: Finance, dated 19 May 2020: **Annexure 8.1.3(a)**.
- (b) Report: Adjustment Budget 2019/2020 to 2021/2022: **Annexure 8.1.3(b)**.
- (c) Adjustment Budget schedules: **Annexure 8.1.3(c)**.

UNANIMOUSLY RESOLVED

That the Adjustment Budget of Witzenberg Municipality for the financial year 2019/2020, as set out in the schedules, be approved:

- (i) *Table B2: Budgeted Financial Performance (expenditure by standard classification).*
- (ii) *Table B3: Budgeted Financial Performance (expenditure by municipal vote).*
- (iii) *Table B4: Budgeted Financial Performance (revenue by source).*
- (iv) *Table B5: Budgeted Capital Expenditure for both multi-year and single year by vote, standard classification and funding.*

**8.1.4 Determination of upper limits of salaries, allowance and benefits of councillors according to Government Gazette no. 43246
(5/11/1)**

The following documents are attached:

- (a) Memorandum from Acting Director: Finance, dated 19 May 2020: **Annexure 8.1.4(a)**.
- (b) Government Gazette no. 43246, dated 24 April 2020: **Annexure 8.1.4(b)**.
- (c) Local Government Circular no. C15 of 2020, dated 29 April 2020: **Annexure 8.1.4(c)**.
- (d) Detail of adjustment and councillor allowances: **Annexure 8.1.4(d)**.

UNANIMOUSLY RESOLVED

That in respect of the determination of upper limits of salaries, allowances and benefits of different members of municipal councils, discussed by Council at a Council meeting:

- (i) *that Council notes the content of Government Gazette no. 43246.*
- (ii) *that sufficient funds and budget are available to set the upward salary adjustment of councillors with effect from 1 July 2019.*
- (iii) *that Council approves the upward salary adjustment for Councillors as determined in Government Gazette no. 43246.*
- (iv) *that Council approves the cell phone allowances and data bundle for Councillors as determined in Government Gazette no. 43246.*

- (v) *that the increase of total remuneration be approved retrospectively from 1 July 2019 subject to the concurrence of the Provincial Minister for Local Government.*
- (vi) *that the Provincial Minister for Local Government notes that Council has not implemented the latest upward salary adjustment as yet.*
- (vii) *that Councillors submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance.*

8.2 Direkoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Water situation: Tulbagh (16/2/1/1/1)

Item 7.2.1 of the Executive Mayoral Committee meeting, held on 22 May 2020, refers.

A memorandum from the Director: Technical Services, dated 18 May 2020, is attached as **annexure 8.2.1**.

The Executive Mayoral Committee resolved on 22 May 2020 to recommend to Council:

- (a) that notice be taken of the level 3 water restrictions which are in place at Tulbagh.
- (b) that notice be taken of the action plan in place to curb the drought.
- (c) that notice be taken that the remaining water in the dam is sufficient for two months' usage.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the level 3 water restrictions which are in place at Tulbagh.*
- (b) *that notice be taken of the action plan in place to curb the drought.*
- (c) *that notice be taken that the remaining water in the dam is sufficient for two months' usage.*

8.2.2 Witzenberg Spatial Development Framework (WSDF) (15/04/P)

Item 7.2.2 of the Executive Mayoral Committee meeting, held on 22 May 2020, refers.

The following documents are attached:

- (a) Memorandum from the Senior Manager: Town Planning and Building Control, dated 19 May 2020: **Annexure 8.2.2(a)**.
- (b) Spatial Development Framework, dated April 2020: **Annexure 8.2.2(b)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the Witzenberg Spatial Development Framework, prepared by Built Environment Partnership, be approved and adopted in terms of Section 20 of the Spatial Planning and Land Use Management Act, 2013 and Section 5(1)(a) of the Witzenberg Land Use Planning By-Law, 2015.

The Executive Mayoral Committee resolved on 22 May 2020 to recommend to Council:

that the recommendation of the Council workshop in respect of the Witzenberg Spatial Development Framework be adopted.

UNANIMOUSLY RESOLVED

That the Witzenberg Spatial Development Framework, prepared by Built Environment Partnership, be approved and adopted in terms of Section 20 of the Spatial Planning and Land Use Management Act, 2013 and Section 5(1)(a) of the Witzenberg Land Use Planning By-Law, 2015.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Personnel matters: COVID-19 Workplace Policy
(4/7/P & 1/3/1/32)**

Item 7.4.1 of the Executive Mayoral Committee meeting, held on 22 May 2020, refers.

The proposed COVID-19 Workplace Policy for Witzenberg Municipality is attached as **annexure 8.4.1**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the COVID-19 Workplace Policy for Witzenberg Municipality be accepted and approved.

The Executive Mayoral Committee resolved on 22 May 2020 to recommend to Council:

that the recommendation of the Council workshop in respect of the COVID-19 Workplace Policy be adopted by Council.

Council discussed the COVID-19 Workplace Policy and highlighted the following matters:

Councillor TE Abrahams requested that all measures be taken to protect the safety of all Councillors.

The Municipal Manager ensured Council that an individual risk assessment will be taken in respect of all Councillors.

Councillor BC Klaasen requested that Councillors arrange telephonic discussions with the public and not on a one-on-one basis for their own safety.

UNANIMOUSLY RESOLVED

That the COVID-19 Workplace Policy for Witzenberg Municipality be accepted and approved.

**8.4.2 Council matters: Generic rules for virtual meetings or sittings
(3/1/2/P)**

The following documents are attached:

- (a) SALGA Circular 18/2020, dated 11 May 2020: **Annexure 8.4.2(a)**.
- (b) Government Gazette no. 43291 of 7 May 2020: **Annexure 8.4.2(b)**.
- (c) Rules for virtual meetings or sittings: **Annexure 8.4.2(c)**.

UNANIMOUSLY RESOLVED

That Council follow and adhere to the regulations in respect of the Rules for Virtual Meetings and Sittings as gazetted as well as amended from time to time.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Exemption of salary and wage increase for period 1 July 2020 until 30 June 2021
(4/5/1)

The following memorandum, dated 26 May 2020, was received from the Municipal Manager:

Purpose

For Council to consider lodging an application to the South African Local Government Bargaining Council for an exemption of the implementation of the salary and wage collective agreement for the 2020/2021 financial year.

Deliberation

In terms of the 2018 Multi-year Salary and Wage Collective Agreement the salary and wage account of the municipality will increase by at least 6.25 % for the 2020/2021 financial year. This excludes the implementation of TASK results, medical contribution increases and annual notch increases. A copy of the SALGA Circular WC 25 of 2019/2020, dated 12 March 2020, is attached as **annexure 9.1(a)**. The current COVID 19 pandemic on communities will have a severe impact on the financial sustainability of the municipality. The Western Cape Municipal Managers Forum has recommended that:

- The salary and wage increase for the 2020/2021 financial year be limited to the notch increase only, if applicable.
- SALGA National followed the appropriate steps to implement clause 11 and applied for exemption on behalf of all municipalities immediately after the lockdown.
- Should SALGA National resolve to implement the above cost saving measure, that SALGA Western Cape sets a mandate from all Western Cape municipalities immediately after the lockdown period to approach the SALGBC on behalf of all Western Cape municipalities.

Mossel Bay Municipality addressed a letter to SALGA National on the issue of the exemption of the salary and wage collective agreement. A copy is attached as **annexure 9.1(b)**. SALGA responded to Mossel Bay Municipality in a letter dated 6 May 2020, which is attached as **annexure 9.1(c)**. In the said letter SALGA proposes that municipalities should lodge the exemption application themselves. A copy of the exemption application is attached as **annexure 9.1(d)**.

Financial implication

The impact of the increase on the salary and wage bill of the municipality will approximately be R15 million.

Council is requested to give consideration as to whether an application for an exemption should be applied for to the South African Local Government Bargaining Council.”

Council discussed the matter in respect of the exemption of salary and wage increase for the period 1 July 2020 until 30 June 2021.

Councillor BC Klaasen proposed and Councillor D Jacobs seconded:

That Witzenberg Municipality applies for exemption of salary and wage increase for the period 1 July 2020 until 30 June 2021 and if approval is obtained, a special Council meeting be held to consider to apply or not to apply the approval.

Alderman JW Schuurman proposed and Councillor N Phatsoane seconded:

That Witzenberg Municipality does not apply for exemption of salary and wage increase for the period 1 July 2020 until 30 June 2021.

Both the DA and ANC requested a caucus break and the Speaker approved a ten minutes break.

The Speaker called thereafter for a virtual vote on the matter and the outcomes were:

- Ten votes in favour.

A majority vote could not be obtained due to the lack of a quorum.

RESOLVED

that the matter in respect of the exemption of salary and wage increase for the period 1 July 2020 until 30 June 2021 be held in abeyance until the next meeting.

10. ADJOURNMENT

The meeting adjourned at 10:15.

Approved on _____ with / without amendments.

ALDERMAN TT GODDEN
SPEAKER

MJ Prins

MINUTES OF THE VIRTUAL SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 11 JUNE 2020 AT 09:00

PRESENT

Councillors

Alderman TT Godden (Speaker) (COPE)
Councillor BC Klaasen (Executive Mayor) (DA)
Alderman K Adams (Deputy Executive Mayor) (DA)
Councillor TE Abrahams (DA)
Councillor P Daniels (DA)
Councillor MD Jacobs (EFF)
Councillor D Kinnear (DA)
Councillor C Lottering (DA)
Councillor TP Mgoboza
Councillor ZS Mzauziwa-Mdishwa
Councillor N Phatsoane (ANC)
Alderslady JT Phungula (ANC)
Alderman JW Schuurman (ANC)
Councillor EM Sidego (DA)
Councillor RJ Simpson (DA)
Alderman HJ Smit (DA)
Councillor D Swart
Alderman JJ Visagie (DA)

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr CG Wessels (Manager: Administration)
Ms R Hendricks (Manager: Communication and Marketing)
Mr R Rhode (IT Administrator)
Mr J Pieterse (IT Technician)
Ms MJ Prins (Acting Principal Administrative Officer)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor C Lottering to open the meeting with a prayer.

The Speaker confirmed the attendance of Councillors virtually by name.

The Speaker mentioned that Councillor HF Visagie is being hospitalised and expressed, on behalf of Council, best wishes to her to get well soon.

NOTED

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)**

- (a) Applications for leave of absence from the meeting were received from Councillors P Heradien (ICOSA), G Laban (Witzenberg Aksie) and HF Visagie (ANC).
- (b) The Administration reported that no contact could be made again with Councillor M Mdala nonetheless a number of telephone calls and emails. Council was informed by various Councillors that Councillor Mdala had travelled to the Eastern Cape before the announcement of the lockdown. The Chief Whip of the ANC requested Speaker to attend to the matter and that it be handled in terms of the Council By-Law Regulating the Conduct of meetings of the Municipal Council of the Witzenberg Municipality.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the applications for leave of absence from the meeting, received from Councillors P Heradien (ICOSA), G Laban (Witzenberg Aksie) and HF Visagie (ANC), and same be approved.*
- (b) *that the Speaker, Alderman T Godden, attends to the matter of absenteeism of Councillor M Mdala from Council meetings and that the matter be handled in terms of the Council By-Law Regulating the Conduct of meetings of the Municipal Council of the Witzenberg Municipality.*

**2.2 Confidentiality and Conflict of Interest Declaration
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was verbally declared by all Councillors.

NOTED

3. RESERVED POWERS

3.1 Finance: Adjustment Budget 2019/2020 (5/1/1/18)

The following documents are attached:

- (a) Memorandum from Acting Director: Finance, dated 4 June 2020: **Annexure 3.1(a)**.
- (b) Adjustment Budget 2019/2020 to 2021/2022: **Annexure 3.1(b)**.

The Acting Chief Financial Officer tabled the Adjustment Budget for 2019/2020.

Alderman JW Schuurman enquired with regard to expenditures of the security company, Mfoko, in the budget. All expenditures must be disclosed and clarified.

The Acting Chief Financial Officer responded that no adjusting of anything in respect of security is taken up in the budget.

The Municipal Manager mentioned that a report in respect of expenditure on Mafoko Security Services was tabled to Council at the January 2020 meeting. The report will be updated and tabled at the next Council meeting for assessment. The Municipal Manager confirmed that no overspending had taken place.

UNANIMOUSLY RESOLVED

- (a) *That the Adjustment Budget of Witzenberg Municipality for the financial year 2019/2020, as set out in all the schedules, be approved:*
 - (i) *Table B2: Budgeted Financial Performance (expenditure by standard classification).*
 - (ii) *Table B3: Budgeted Financial Performance (expenditure by municipal vote).*
 - (iii) *Table B4: Budgeted Financial Performance (revenue by source).*
 - (iv) *Table B5: Budgeted Capital Expenditure for both multi-year and single year by vote, standard classification and funding.*
- (b) *That the Acting Chief Financial Officer tables an updated report in respect of expenditure on the security service provider, Mafoko, at the next Council meeting.*

4. ADJOURNMENT

The meeting adjourned at 09:30.

Approved on _____ with / without amendments.

ALDERMAN TT GODDEN
SPEAKER

MJ Prins

MINUTES OF THE SPECIAL COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY (MICROSOFT TEAMS) ON THURSDAY, 31 JULY 2020 AT 09:00

PRESENT

Councillors

Alderman TT Godden (Speaker) (COPE)
Councillor BC Klaasen (Executive Mayor) (DA)
Alderman K Adams (Deputy Executive Mayor) (DA)
Councillor TE Abrahams (DA)
Councillor P Daniels (DA)
Councillor P Heradien (ICOSA)
Councillor MD Jacobs (EFF)
Councillor D Kinnear (DA)
Councillor GG Laban (Witzenberg Aksie)
Councillor C Lottering (DA)
Councillor M Mdala (ANC)
Councillor ZS Mzauziwa-Mdishwa (DA)
Councillor MJ Ndaba (ANC)
Councillor N Phatsoane (ANC)
Alderlady JT Phungula (ANC)
Alderman JW Schuurman (ANC)
Councillor EM Sidego (DA)
Councillor RJ Simpson (ANC)
Alderman HJ Smit (DA)
Councillor D Swart (DA)
Alderman JJ Visagie (DA)

Officials

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

1. OPENING AND WELCOME

The Speaker opened the meeting and welcomed everyone. The Speaker confirmed the attendance of Councillors virtually by name.

NOTED

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)**

The meeting took notice that Councillor H Visagie (ANC) was still sick after being hospitalised. The applicable medical certificates are awaited to apply for leave of absence from the meeting. Council approved that leave of absence be granted to Councillor H Visagie.

UNANIMOUSLY RESOLVED

that leave for absence from the meeting due to sickness, and awaiting the applicable medical certificates, be approved for Councillor H Visagie.

**2.2 Confidentiality and Conflict of Interest Declaration
(3/2/1)**

The Confidentiality and Conflict of Interest Declaration was verbally declared by all Councillors.

NOTED

3. RESERVED POWERS

**3.1 Draft Review IDP and Budget Process Plan for 2021/2022
(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
2	Strategizing
3	Preparing
4	Tabling
5	Approving
6	Finalising

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 2021/2022 Review IDP and Budget cycle is attached as **annexure 3.1**.

UNANIMOUSLY RESOLVED

that notice be taken of the Draft Review IDP and Budget Process Plan for 2021/2022.

3.2 Request from DBSA for funding: Revenue Enhancement Project (5/6/1)

The following documents are attached:

- (a) Memorandum from Acting Director: Finance, dated 23 July 2020: **Annexure 3.2(a)**.
- (b) Application letter: **Annexure 3.2(b)**.
- (c) Business Plan: **Annexure 3.2(c)**.
- (d) Pro forma commitment: **Annexure 3.2(d)**.

UNANIMOUSLY RESOLVED

- (a) *that Council hereby approves the project, accepts the DBSA's grant funding and Revenue Enhancement Programme and supports the implementation of the project in terms of the Grant Agreement as to be agreed by both parties.*

- (b) *that the Municipal Manager / Accounting Officer is hereby authorised and mandated to sign the Grant Agreement on its behalf, and to sign and/or dispatch all documents and notices to be signed and/or dispatched by it or in connection with the Agreement.*
- (c) *that the Municipal Manager provides the DBSA with the Designated and Authorised Signatories, any of whom shall represent the municipality on the Project Steering Committee for the purposes stated in the Grant Agreement.*
- (d) *that the municipality provides the relevant FICA documentation required by the DBSA in terms of Regulations 3,4,5 and 6 of FICA (the Financial Intelligence Centre Act, 38 of 2011).*
- (e) *that accordingly, the municipality is obliged to enter into a Grant Agreement (“the Agreement”) with the DBSA, in terms of which the DBSA will make available a grant to the benefit of the municipality for the execution of the project.*
- (f) *that pursuant to the Agreement, the municipality agrees and acknowledges that the Grant Amount shall be paid to the Professional Service Provider, appointed by the DBSA, for the provision of the services relating to the project for the benefit of the municipality.*

3.3 Solidarity pledges to contribute towards the curbing of the spread of and impact of COVID-19 (12/1/11)

The following memorandum, dated 24 July 2020, was received from the Municipal Manager:

“Purpose

To submit to Council Circular 16/2020 from SALGA in terms whereof Councillors / Senior Managers are requested to consider contributing to the Municipal Solidarity Fund.

Deliberation

SALGA has forwarded to Municipalities Circular 16/2020 calling on municipalities to possibly consider certain recommendations as set out in the circular. See in this regard Circular 16/2020 attached as **annexure 3.3(a)**. Included in the correspondence is also the structure of the Municipal Solidarity Fund, attached as **annexure 3.3(b)**. The circular requests that Council should consider the following:

- (a) That Councillors and municipal officials should respond to the President’s Call;
- (b) Approve that Councillors pledge to contribute the 4 % annual increment for the months of April, May and June 2020;
- (c) Recommend that Senior Managers, which includes the Municipal Manager and Managers directly reporting to the Municipal Manager, should pledge their annual increment for the months of April, May and June 2020;

- (d) Approve the establishment of a Municipal Solidarity Fund linked to COVID-19 and other related future municipal support initiatives;
- (e) Approve the Terms of Reference for the establishment of the Municipal Solidarity Fund;
- (f) Approve that all pledges/contributions should be paid into the Municipal Solidarity Fund;
- (g) Approve that the contributions from Councillors and municipal officials will constitute seed funding for the Municipal Solidarity Fund;
- (h) Approve that the seed funding may be used to encourage other stakeholders and role players within the municipal area to similarly contribute towards the Municipal Solidarity Fund.”

UNANIMOUSLY RESOLVED

- (a) *that Councillors can individually decide to consider contributing the 4 % annual increment for the months of April, May and June 2020 to the Municipal Solidarity Fund.*
- (b) *that Councillors supra (a) arrange with the Municipal Manager that deductions be made and paid over to the Municipal Solidarity Fund.*

4. COUNCIL-in-COMMITTEE

MINUTES OF THE MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 28 OCTOBER 2019 AT 14:00

PRESENT

Councillors

M. Jacobs (Chairperson)
Alderman J.W. Schuurman
C. Lottering
G. Laban

Officials

Mr. D. Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. M Mpeluza (Director: Corporate Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

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

NOTED

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

An apology for absence from the meeting was received from the Senior Internal Auditor.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Senior Internal Auditor and be accepted.

3. DELEGATED POWERS

None

NOTED

4. RESERVED POWERS

4.1 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, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.
- (g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

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 Rand Merchant Bank 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 4.1(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 4.1(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 Rand Merchant Bank.

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 4.1(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 Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

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 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 4.1(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 4.1(e)**.

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 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Municipal Public Accounts Committee resolved on 21 October 2019:

- (a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.
- (b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.
- (c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

- (i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 4.1(f)**.
- (ii) Constitution of Koekedouw Irrigation Board: **Annexure 4.1(g)**.
- (iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 4.1(h)**.

The Committee requested that the Acting Chief Financial Officer do a breakdown of the different payments in respect of the Koekedouwdam as well as the final payment and same at the next Municipal Public Accounts Committee (MPAC) meeting.

RESOLVED

that the Acting Chief Financial Officer compile a breakdown of all municipal payments in terms of the Koekedouwdam and submit same at the next Municipal Public Accounts Committee (MPAC) meeting.

5. NEXT MEETING

That the next meeting be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on 4 November 2019 at 14h00.

6. ADJOURNMENT

The meeting adjourned at 14h10.

Approved on _____

MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 4 NOVEMBER 2019 AT 14:00.

PRESENT

Councillors on the Committee

M. Jacobs (Chairperson)
Alderman J. Schuurman
C. Lottering
G. Laban
P. Heradien

Other Councillors not on the Committee

Alderman H Smit

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 Auditor)
Ms S. Hendricks (Senior Internal Auditor)
Mr J. Swanepoel (Manager: Projects and Performance)
Mr C. Wessels (Manager: Administration)
Mr C. Titus (Committee Clerk)

Other

Mr D. Goosen (Koekedouw Irrigation Board)
Mr P. du Plessis (Koekedouw Irrigation Board)
Mr H. Conradi (Koekedouw Irrigation Board)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Councillor P. Heradien to open the meeting with a prayer.

NOTED

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

None

NOTED

3. MINUTES

**3.1 Approval of minutes
(03/1/2/3)**

The following documents are attached:

- (a) The minutes of the Municipal Public Accounts Committee, held on 20 August 2019: **Annexure 3.1(a)**.
- (b) The minutes of the Special meeting of the Municipal Public Accounts Committee, held on 21 October 2019: **Annexure 3.1(b)**.

RESOLVED

- (a) *that the minutes of the Municipal Public Accounts Committee, held on 20 August 2019, be approved and signed by the chairperson.*
- (b) *that the minutes of the Municipal Public Accounts Committee meeting, held on 21 October 2019, be approved and signed by the chairperson.*

3.2 Matters from the minutes

None

NOTED

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

None

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. DELEGATED POWERS

None

NOTED

7. RESERVED POWERS

**7.1 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter of 2019/2020 (1 July 2019 until 30 September 2019)
(9/1/2/2)**

The Quarterly Budget Statement (Section 52(d) Report for the period 1 July 2019 to 30 September 2019, received from the Acting Director: Finance, is attached as **annexure 7.1**.

The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP [MFMA s17(3)(b)]. The accounting officer must include these objectives in the annual report and report on performance accordingly.

Frequency: Quarterly

The Municipal Public Accounts Committee (MPAC) consider the section 52(d) report for the period 1 July 2019 until 30 September 2019 and highlighted the following matters:

- The cash flow of the municipality is in order.
- That the investment amount stand on R96 million.
- That there is no major financial issues to report on.
- That the performance has met the expectations of Council and the community.
- That there is unspent capital on housing.
- That beneficiaries for houses at Vredebes will move in by end of November 2019.
- That rental stock will also be transferred.
- That the objectives (targets) of the municipality has been met.
- That the Cost Containment Regulations impacted negatively on the capital expenditure.
- That debt collection is a major concern.
- That the maintenance budget is high due to vandalism. The insurance refuse to pay.
- The Municipal Public Accounts Committee requested a report in terms of spending on vandalism.

RESOLVED

(a) *that the Acting Chief Financial Officer submit a report in terms of spending due to vandalism.*

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

that notice is taken, after consideration, of the Section 52(d) Report of the 1st Quarter for 2019/2020 and same be approved and accepted.

**7.2 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, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.
- (g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

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 Rand Merchant Bank 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 7.2(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 7.2(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 Rand Merchant Bank.

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 7.2(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

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Notule: Munisipale Publieke Rekeninge Komitee
4 November 2019

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 Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

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 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 7.2(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 7.2(e)**.

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 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

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The Municipal Public Accounts Committee resolved on 21 October 2019:

- (a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.
- (b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.
- (c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

- (i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 7.2(f)**.
- (ii) Constitution of Koekedouw Irrigation Board: **Annexure 7.2(g)**.
- (iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 7.2(h)**.
- (iv) Dam settlement: **Annexure 7.2(i)**.
- (v) Payment to *Koekedouw Bestuursmaatskappy* and *Ceres Koekedouw Bestuurskomitee*: **Annexure 7.2(j)**.

Mr. D. Goosen, Chairperson of the Koekedouw Irrigation Board, explained the operations of the water rights and how the Farm Vredebes is affected by the irrigation system. The explanation included the loan option the Koekedouw Irrigation Board followed and the involvement of the various farmers and the repayment of their own loans. The representatives of the municipality were present at all meetings. By June 2019 all monies were paid except the part of the Witzenberg Municipality. The Koekedouw Irrigation Board paid the outstanding monies of the municipality in order to adhere to the agreement.

The Koekedouw Irrigation Board propose to the municipality that the emerging farmers need summer water and wish to take over the water from the municipality. The necessary documentation will be completed in order to ensure that the municipality get rid of the debt legally. The modus will benefit both the municipality and the Koekedouw Irrigation Board.

The Municipal Public Accounts Committee (MPAC) caucused from 14:55 until 15:05.

RESOLVED

that Municipal Public Accounts Committee will draft a report in respect of Council's instruction to investigate the settling of the Rand Merchant bank (RMB) loan for the Koekedouw dam and submit thereafter a recommendation to Council.

8. ADJOURNMENT

The meeting adjourned at 15:30.

Approved on _____

MD JACOBS
CHAIRPERSON

lwr

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 TUESDAY, 19 NOVEMBER 2019 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 19 NOVEMBER 2019 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid E Sidego (Chairperson / Voorsitter)
Alderslady / Raasdame J Phungula
Councillor / Raadslid Z Mzauziwa-Mdishwa

Non-committee Member / Nie-komiteelid

Alderman / Raadsheer K Adams
Councillor / Raadslid M Mdala
Councillor / Raadslid N Phatsoane

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
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 / Woordverwerkeroperateur)

Other / Ander

Ms Y Bonani (Nduli, Ceres)
Ms A Bonani (Nduli, Ceres)
Ms S de Wee (Bella Vista, Ceres)
Mr M Mdingi (Nduli, Ceres)
Ms A Mdingi (Nduli, Ceres)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek die Bestuurder: Behuising om die vergadering met 'n 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)

Apology for absence from the meeting was received from the Manager: Administration.

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

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Manager: Administration, and same be accepted.

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die 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 15 October 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleentehede, gehou op 15 Oktober 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 15 October 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleentehede, gehou op 15 Oktober 2019, goedgekeur en deur die Voorsitter onderteken word.

3.2 Outstanding matters (3/3/2)

The Chairperson enquired in respect of the outstanding detailed minutes, attendance register and motivations for street names to be submitted by Ward 12.

The meeting requested that the Integrated Development Planning (IDP) office be contacted to explain with regard to street names of Ward 12. The Integrated Development office visited the meeting and explained that the last meeting was held on 6 June 2019 when the street names were discussed.

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

6. **GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

6.1 **Monthly report of the Section Housing: October 2019 / Maandverslag van die Afdeling Behuising: Oktober 2019)
(9/1/2/4)**

The monthly report of the Section Housing for October 2019 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Behuising vir Oktober 2019 word aangeheg as **bylae 6.1**.

RESOLVED

that the Committee for Housing Matters takes notice, after consideration, of the content of the monthly report of the Section Housing for October 2019 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem, na oorweging, van die inhoud van die maandverslag van die Afdeling Behuising vir Oktober 2019 en dat die verslag aanvaar word.

6.2 **Risk Management: First Quarter 2019/2020 Risk Management Report: Department Housing/ Risiko Bestuur: Eerste Kwartaal 2019/2020 Risiko Bestuursverslag: Departement Behuising
(9/1/2/2)**

Council resolved per item 8.4.2 of 26 October 2016:

(a) that the review of the Quarterly Risk Matrix Report be delegated to the relevant Portfolio Committees.

(b) that the standardised agenda item for the Quarterly Risk Matrix Report be accepted.

A Risk Management report for the Committee for Housing Matters, First quarter of 2019/2020, dated 15 October 2019, is attached as **annexure 6.2**.

Objectives of Enterprise Risk Management

The objectives of risk management are to assist Management in making more informed decisions which:

- provide a level of assurance that current significant risks are effectively managed;
- improve operational performance by assisting and improving decision making and planning;
- promote a more innovative, less risk averse culture in which the taking of calculated risks in pursuit of opportunities, to benefit the municipality is encouraged; and
- provide a sound basis for risk management and internal control as components of good corporate governance.

Roles and Responsibilities

Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Witzenberg Municipality against significant risks. Council has to report to the community, on the municipality's system of internal control. This provides comfort that the municipality is protected against significant risks to ensure the achievement of objectives as detailed in the Service Delivery and Budget Improvement Plan (SDBIP).

In terms of the Risk Management Framework the responsibilities of the Council in risk management includes:

- (a) ensuring that the Institutional strategies are aligned to the government mandate;
- (b) obtaining assurance from management that the Municipality's strategic choices were based on a rigorous assessment of risk;
- (c) obtaining assurance that key risks inherent in the Municipality's strategies were identified and assessed, and are being properly managed;
- (d) assisting the Accounting Officer / Authority to deal with fiscal, intergovernmental, political and other risks beyond their direct control and influence; and
- (e) insisting on the achievement of objectives, effective performance management and value for money.

The Municipal Manager is ultimately responsible for risk management within the municipality. This includes ensuring that the responsibility for risk management vests at all levels of management. The Municipal Manager sets the tone at the top by promoting accountability, integrity and other factors that will create a positive control environment.

Senior Management takes ownership for managing the municipality's risks within their areas of responsibility and is accountable to the Municipal Manager for designing, implementing, monitoring and integrating Enterprise Risk Management (ERM) into their day-to-day activities of the municipality. This should be done in a manner that ensures that risk management becomes a valuable strategic management tool.

Line Management/Risk Owners take responsibility for managing the municipality's risks within their areas of responsibility and is responsible for the designing, implementing, monitoring and integrating Enterprise Risk Management into their day-to-day activities of the municipality. The key focus is to ensure that controls implemented to mitigate risk are working as intended and that any deviations are reported and improved.

The Chairperson reported with regard to the First Quarter 2019/2020 Risk Management Report for the Department Housing.

RESOLVED

that the Committee for Housing Matters takes notice of the Risk Management Report for the First Quarter of 2019/2020, and after consideration, advise Senior Management and Council accordingly.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

8.1 Housing: Witzenberg Municipality Housing Administration Policy (17/04/P)

The Housing Administration Policy for Witzenberg Municipality, received from the Municipal Manager on 18 November 2019, is attached as **annexure 8.1**.

The matter was dealt at Housing Matters-in-Committee at item 9.1.1.1.

NOTED

9. 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, 5 DECEMBER 2019 AT 08:30

NOTULE VAN DIE SPESIALE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 5 DESEMBER 2019 OM 08:30 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid E Sidego (Chairperson / Voorsitter)

Councillor / Raadslid Z Mzauziwa-Mdishwa

No-Committee Members / Nie-Komiteelede

Councillor / Raadslid N Phatsoane

Officials / Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)

Mr / Mnr T Platjies (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 and Manager: Administration.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadsdame J. Phungula.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie.

RESOLVED

- (a) *that the application for leave of absence from the meeting, received from Alderlady J. Phungula, be approved and accepted.*
- (b) *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

- (a) *dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf Raadsdame J. Phungula, goedgekeur en aanvaar word.*
- (b) *dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie, en dat dit aanvaar word.*

3. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-in-KOMITEE

**MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY,
HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES
ON THURSDAY, 23 JANUARY 2020 AT 08:30**

PRESENT

Executive Mayoral Committee

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

Councillors not on Executive Mayoral Committee

Alderman TT Godden (Speaker)
Councillor MD Jacobs (Chairperson: MPAC)

Officials

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

Other representatives

Mr J Conradie (Ceres Business Initiative)
Mr S de Wet
Mr F de Bruin

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present and requested Councillor MD Jacobs to open the meeting with prayer.

NOTED

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

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

RESOLVED

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

3. MINUTES

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

The minutes of the Executive Mayoral Committee meeting, held on 4 December 2019, are attached as **annexure 3.1**.

RESOLVED

That the minutes of the Executive Mayoral Committee meeting, held on 4 December 2019, be approved and signed by the Executive Mayor.

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

None

NOTED

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

(a) The Executive Mayor wished everyone a prosperous 2020 and requested everyone's cooperation for the challenging year ahead, especially prior to the 2021 Local Government Elections.

(b) The Executive Mayor mentioned that a strategic session between the Executive Mayoral Committee and Senior Management will be held in the first week of February 2020.

(c) The Executive Mayor mentioned that further statements will follow after the proposed strategic session.

NOTED

5. ONDERHOUDE MET DELEGASIES

5.1 Versoek vir staanplekke vir smoushandelaars: Oopruimte: John Steyn Biblioteek, Ceres (17/18/R)

Mnre. S de Wet en F de Bruin woon die vergadering by en versoek dat staanplekke vir smoushandel op die oopruimte by die John Steyn Biblioteek oorweeg word. Die twee handelaars meld dat die ander plekke verder in die dorp onnet vertoon en dat daar etlike onwettige buitelandse handelaars daarby betrokke is.

Mnre. De Wet en De Bruin rig die versoek om smoushandel op 'n wettige wyse te beoefen, soos goedgekeur in terme van die relevante munisipale verordening en ook om dit netjies en ordelik te laat vertoon. Die huidige smoushandelstaanplekke is ook te klein om 'n netjiese gesig daaraan te gee en word versoek dat dubbele staanplekke langs mekaar oorweeg sal word.

Die Munisipale Bestuurder meld dat hy nie bewus was van die aangeleentheid en die versoek gerig aan die Uitvoerende Burgemeester nie, maar dat die betrokke ruimte geormerk is vir smoushandel. Dit is verder belangrik dat die bepaalde verordeninge in dié verband nagekom moet word. Die Munisipale Bestuurder versoek dat Mnre. De Wet en De Bruin 'n afspraak met hom reël om die aangeleentheid te bespreek, aangesien dit net 'n administratiewe aangeleentheid is.

BESLUIT

- (a) *dat die Uitvoerende Burgemeesterskomitee kennis neem van die versoek vir staanplekke vir smoushandelaars op die oopruimte by die John Steyn Biblioteek, Ceres.*
- (b) *dat die Munisipale Bestuurder die versoek supra (a) verder hanteer ten opsigte van die nakoming van die munisipale verordeninge asook administratiewe reëlings.*

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direkoraat Finansies / Directorate Finance

7.1.1 Draft Witzenberg Annual Report: 2018/2019
(5/14/2 & 9/1/1)

The following memorandum, dated 20 January 2020, was received from the Acting Director: Finance:

Purpose

The purpose of this report is to table the draft annual report for 2018/2019 to Council.

Legislature framework

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

Discussion

The draft annual report for 2018/2019 is attached as **annexure 7.1.1.**"

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *That cognisance be taken of the Draft Witzenberg Municipality Annual Report for 2018/2019.*
- (b) *That a public participation process be followed as prescribed by law.*
- (c) *That the Municipal Public Accounts Committee compiles an oversight report on the Draft Annual Report as per its delegated powers, not later than **13 March 2020.***

7.1.2 Mid-year Budget Statement and Performance Assessment (Section 72) Report for period
1 July 2019 to 31 December 2019
(9/1/1 & 5/1/5/12)

The following memorandum, dated 20 January 2020, was received from the Acting Director: Finance:

"1. Purpose

The purpose of this report is to submit the mid-year budget and performance assessment for the period 1 July 2019 to 31 December 2019 to Council, for information.

2. Legislature framework

In terms of Section 72 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

- (1) The Accounting Officer of a municipality must by 25 January of each year:
- (a) Assess the performance of the municipality during the first half of the financial year.
 - (b) Submit the report to the Mayor, National Treasury and Provincial Treasury.

The Mayor must, in terms of Section 54(1)(f) of the Act submit the report to the Council by 31 January of each year.

3. Discussion

The Mid-year report for the 2019/2020 financial year is attached as **annexure 7.1.2.**"

RESOLVED

that the Executive Mayoral Committee takes cognisance of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for 1 July 2019 to 31 December 2019 and recommends same to Council for information.

7.1.3 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter of 2019/2020 (1 October 2019 until 31 December 2019) (9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the second quarter of 2019/2020 is attached as **annexure 7.1.3.**

RESOLVED

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 October 2019 until 31 December 2019.*
- (b) *that the report be referred to the Performance, Risk and Audit Committee and the Municipal Public Accounts Committee for their recommendations to Council.*

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

**7.2.1 Minutes of the meeting of Ceres Koekedouw Management Committee: 13 August 2019
(16/2/1/1/1)**

Item 7.2 of the meeting of the Committee for Technical Services, held on 20 November 2019, refers.

The minutes of the meeting of Ceres Koekedouw Management Committee, held on 13 August 2019, is attached as **annexure 7.2.1**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee meeting, held on 13 August 2019.

**7.2.2 Terms of reference for a Recycling Forum for Witzenberg Municipality
(17/3/2)**

Item 7.3 of the meeting of the Committee for Technical Services, held on 20 November 2019, refers.

A memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 30 September 2019, is attached as **annexure 7.2.2**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

The Municipal Manager mentioned that a delegation from the town Essen in Belgium, with whom Witzenberg Municipality has a twinning agreement, will be visiting Witzenberg Municipality from 5 February 2020 in respect of recycling. The idea of the municipality is to support the smaller recycling companies, and this is all in line with the proposed Executive Mayoral strategic session.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

**7.2.3 Policy for Work and the Installation of Services in the Road Reserve
(16/04/4/6)**

Item 7.4 of the meeting of the Committee for Technical Services, held on 20 November 2019, refers.

The following documents are attached:

- (a) Memorandum from the Manager: Streets and Storm Water, dated 4 November 2019: **Annexure 7.2.3(a)**.
- (b) Policy for Work and the Installation of Services in the Road Reserve: **Annexure 7.2.3(b)**.
- (c) Appendix A: List of Active Network Licensees in Witzenberg municipal area: **Annexure 7.2.3(c)**.
- (d) Appendix B: Road works signing for urban streets: **Annexure 7.2.3(d)**.
- (e) Appendix C: DCP Test Result Sheet: **Annexure 7.2.3(e)**.
- (f) Appendix D: Occupational Health and Safety Specification for Construction Works Contracts: **Annexure 7.2.3(f)**.
- (g) Form 1: Way leave Application Form, Form 1.1: Undertaking / Indemnity and Form 1.2: Certificate of Inspection and completion: **Annexure 7.2.3(g)**.

The Committee for Technical Services resolved on 20 November 2019 to recommend to the Executive Mayoral Committee and Council:

that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

**7.2.4 Proposed renting of a portion of erf 1, Prince Alfred's Hamlet to Mr Abraham van der Merwe
(7/1/4/1)**

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 24 July 2019.
- (b) Item 7.2.4 of the Executive Mayoral Committee meeting held on 24 October 2019.
- (c) Item 8.2.4 of the Council meeting, held on 30 October 2019.
- (d) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 4 December 2019.

A memorandum from the Director: Technical Services, dated 3 June 2019, is attached as **annexure 7.2.4.**

The Committee for Technical Services resolved on 24 July 2019 to recommend to the Executive Mayoral Committee and Council

- (a) that approximately 3 000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per the attached sketch plan.
- (b) that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that approximately 3 000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per the attached sketch plan.
- (b) that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the proposed renting of a portion of erf 1, Prince Alfred's Hamlet be held in abeyance until the next meeting.

Council unanimously resolved on 30 October 2019 that the matter regarding the proposed renting of a portion of erf 1, Prince Alfred's Hamlet to Mr Abraham van der Merwe, be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that approximately 3 000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per the attached sketch plan.
- (b) that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.

The Executive Mayoral Committee resolved on 4 December 2019 that the matter regarding the proposed renting of a portion of erf 1, Prince Alfred's Hamlet be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that approximately 3 000 m² of erf 1, Prince Alfred's Hamlet be rented to Mr Abraham van der Merwe at a market related price as per the attached sketch plan.
- (b) that the Municipal Manager be authorised to finalise and sign the agreement on behalf of Council.

RESOLVED

that the item be removed from the agenda and that the normal Supply Chain Management process be followed with the application in respect of the proposed renting of a portion of erf 1, Prince Alfred's Hamlet.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

**7.3.1 Proposed erf 2622 for Schoonvlei SMME Business HUB: Corner of Bank and Forel Streets, Bella Vista, Ceres
(7/1/4/1)**

Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 November 2019, refers.

A memorandum from the Acting Manager: Socio-Economic Development, dated 4 November 2019, is attached as **annexure 7.3.1**.

The Committee for Local Economic Development and Tourism resolved on 20 November 2019 to recommend to the Executive Mayor and Council:

- (a) that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.
- (b) that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Council takes notice of the approved funding application from Witzenberg Municipality for the development of an SMME Small Business HUB in the Schoonvlei industrial area located in Bella Vista, Ceres.*
- (b) *that Council considers to develop a Small Business HUB in Schoonvlei industrial area on erf 2622 on the corner of Bank and Forel Streets, Bella Vista, Ceres.*

**7.3.2 Local Economic Development: Recommended names for Prince Alfred's Hamlet Business HUB units
(7/1/4/1)**

The following items refer:

- (a) Item 6.4 of the meeting of the Committee for Local Economic Development and Tourism, held on 16 October 2019.
- (b) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 19 November 2019.

The Committee resolved on 16 October 2019:

- (a) that the Acting Manager: Socio-Economic Development engages with the applicants by modus of a presentation and explains the layout of the business hub.

- (b) that the Acting Manager: Socio-Economic Development, after the presentation supra (a), submits the names of the applicants to the Committee for Local Economic Development and Tourism for consideration.

A memorandum from the Acting Manager: Socio-Economic Development, dated 5 November 2019, is attached as **annexure 7.3.2**.

The Committee for Local Economic Development and Tourism resolved on 19 November 2019 to recommend to the Executive Mayoral Committee and Council:

- (a) that the following type of business be approved and allocated in a single unit:
- (i) Hair salon
 - (ii) Honey pollination
 - (iii) Production of security doors (welding)
 - (iv) Photography and;
 - (v) Fruit and vegetables
- (b) that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.
- (c) that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.
- (d) that the lease amount not be market related in order to ensure and assist that the businesses can be successful.
- (e) that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that the following type of business be approved and allocated in a single unit:*
- (i) *Hair salon*
 - (ii) *Beehive manufacturer*
 - (iii) *Production of security doors (welding)*
 - (iv) *Photography and;*
 - (v) *Fruit and vegetables*
- (b) *that the tyre repair works and selling of tyre products business be approved and allocated in a double unit.*
- (c) *that the Municipal Manager be mandated to determine a lease amount for the leasing of the Prince Alfred's Hamlet Business HUBS.*
- (d) *that the lease amount not be market related from date of contract signing for two years in order to ensure and assist that the businesses can be successful, after which the lease amount will be revisited.*

- (e) *that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.*
- (f) *that the Committee for Local Economic Development and Tourism determine the criteria to evaluate the success of the businesses when in operation.*

7.3.3 Witzenberg Municipality: Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg (17/9/2)

Item 7.1 of the meeting of the Committee for Community Development, held on 21 November 2019, refers.

A memorandum from the Manager: Amenities and Environment, dated 24 October 2019, is attached as **annexure 7.3.3**.

The Committee for Community Development resolved on 21 November 2019 to recommend to the Executive Mayoral Committee and Council.

- (a) *that Messrs Aurecon Pty (Ltd) be invited to the next Council meeting to do a presentation regarding the final draft plans of the Prince Alfred's Hamlet and Op-die-Berg commonage.*
- (b) *that the Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg commonage be approved.*

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Messrs Aurecon Pty (Ltd) be invited to the next Council meeting to do a presentation regarding the final draft plans of the Prince Alfred's Hamlet and Op-die-Berg commonage.*
- (b) *that the Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg commonage be approved.*

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

**7.4.1 Council meeting program: February until December 2020
(3/1/2/3)**

Item 8.4.3 of the Council meeting, held on 11 December 2019, refers.

Council unanimously resolved on 11 December 2019 that the Council meeting program for January until March 2020 be approved, but that the matter will be revisited at the next Council meeting.

The following memorandum, dated 20 January 2020, 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 February until December 2020.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for February until December 2020 is attached as **annexure 7.4.1**. The program differs from that of 2019 in order to create more flexibility to hold meetings on dates and times suitable for all involved. It is recommended that the attached program for the period February until December 2020 be approved. The SALGA Provincial Working Group meeting dates for 2020 are included in the schedule. Council is requested to approve the meeting program for February until December 2020. The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

In terms of Section 19 of the Local Government Municipal Systems Act (Act 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, dates and venues of every ordinary meeting of the Council and special or urgent meetings of the Council except when time constraints make this impossible.

The proposed Council meeting program for February until December 2020 provides the list of scheduled meetings of Council, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC) and the Local Labour Forum (LLF) with the applicable time and date of the meetings.

Senior Management meetings are once again proposed to be held every Monday, Section 80 Committee meetings every second month and normally on the third Wednesday and Thursday of the month, but meetings of the Committee for Housing Matters on the last Thursday of the month, Council workshops on the day prior to the Council meeting and Council meetings on the last Wednesday of the month, depending on specific circumstances. Executive Mayoral Committee meetings will be scheduled as necessary and determined by the Municipal Manager and Executive Mayor.

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 monthly Council meetings are 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 (Act 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 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 and 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 proposed council meeting program for February until December 2020 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 09:30.

Approved on _____ with / without amendments.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

MJ Prins

**MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY,
HELD IN THE COUNCIL CHAMBERS ON MONDAY, 24 FEBRUARY 2020 AT 09:00 IN THE COUNCIL
CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES**

PRESENT

Executive Mayoral Committee

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

Councillors not on Executive Mayoral Committee

Alderman TT Godden (Speaker)
Alderman JW Schuurman
Councillor MD Jacobs

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
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 representatives

Mr J Conradie (Ceres Business Initiative)

1 OPENING AND WELCOME

The Executive Mayor welcomed everyone present after which he requested Councillor E Sidego to open the meeting with prayer.

NOTED

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

None

NOTED

3. MINUTES

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

The minutes of the Executive Mayoral Committee meeting, held on 23 January 2020, are attached as **annexure 3.1**.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting, held on 23 January 2020, be approved and signed by the Executive Mayor.

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

- (a) The Executive Mayor mentioned that particular challenges face the municipality such as electricity load shedding and lack of water. The actions of the community against the implementation of water metres contribute to these challenges.
- (b) The Executive Mayor thanked the administration for rendering good service delivery, especially with regard to a clean town.
- (c) The Executive Mayor mentioned that the Budget 2020/2021 is in process and a session will be held to identify projects for the future.

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direkoraat Finansies / Directorate Finance

7.1.1 Proposed revisions to 2019/2020 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of MFMA (5/1/5/12)

A memorandum from the Manager, Projects and Performance, dated 17 February 2020, is attached as **annexure 7.1.1**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that Council takes notice of the proposed revision to the 2019/2020 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of the Municipal Finance Management Act and approves and accepts same.

7.1.2 Finance: Adjustment budget 2019/2020 (5/1/1/18)

The following documents are attached:

- (a) Memorandum from Acting Director: Finance, dated 17 February 2020: **Annexure 7.1.2(a)**.
- (b) Adjustment budget: 2019/2020 – 2021/2022: **Annexure 7.1.2(b)**.
- (c) Budget schedules: **Annexure 7.1.2(c)**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the adjustment budget of Witzenberg Municipality for the financial year 2019/2020 as set out in the budget documents be approved:

- (i) Table B1 - Budget summary;
- (ii) Table B2 - Adjustment Budget Financial Performance (by standard classification)
- (iii) Table B3 - Budgeted Financial Performance (Revenue and Expenditure) by Vote
- (iv) Table B4 - Adjustment Budget Financial Performance (revenue by source)
- (v) Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

7.2.1 Application to install solar panels: De Keur, Schoonvlei and Uitzicht farm, Ceres (16/3/4/1)

Item 7.2.5 of the Executive Mayoral Committee meeting, held on 4 December 2019, refers.

A memorandum from the Senior Manager: Electro-technical Services, dated 15 November 2019, is attached as **annexure 7.2.1**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the report regarding the De Keur, Schoonvlei and Uitzicht farm (Tommie Prins) applications to install SSEG plants.
- (b) that the application of De Keur for the installation of 75 kWp solar panels in Schoonvlei and the application of Tommie Prins for the installation of 50 kWp solar panels on the farm Uitzicht be approved.
- (c) That a condition of approval will be that all excess energy must be fed back into the municipal network free or charge until such time that a refit tariff is implemented by the municipality.

The Executive Mayoral Committee resolved on 4 December 2019 that the matter regarding the applications of De Keur and Uitzicht Farm to install solar panels be held in abeyance.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that notice be taken of the report regarding the De Keur, Schoonvlei and Uitzicht farm (Tommie Prins) applications to install SSEG plants.
- (b) that the application of De Keur for the installation of 75 kWp solar panels in Schoonvlei and the application of Tommie Prins for the installation of 50 kWp solar panels on the farm Uitzicht be approved.
- (c) That a condition of approval will be that all excess energy must be fed back into the municipal network free or charge until such time that a refit tariff is implemented by the municipality.

RESOLVED

that the matter regarding the applications of De Keur, Schoonvlei and Uitzicht Farm, Ceres to install solar panels be held in abeyance until the next meeting.

**7.2.2 Water restrictions: Tulbagh
(16/2/1/5)**

A memorandum from the Director: Technical Services, dated 22 January 2020, is attached as **annexure 7.2.2**.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that notice be taken of the contents of the report.*
- (b) *that the Manager: Communication and Marketing be instructed to do awareness campaigns in this regard and inform the Tulbagh residents.*

**7.2.3 Town planning: Proposed fencing: De Keur Centre, Ceres
(15/4/R)**

The following memorandum, dated 30 January 2020, was received from the Senior Manager: Town Planning and Building Control:

“The following documents are attached:

- (a) Letter from Joubert van Vuuren, dated 13 December 2019: **Annexure 7.2.3(a)**.
- (b) Letter to Mr Andre Mouton, dated 16 April 2019: **Annexure 7.2.3(b)**.
- (c) Report from the Town Planner to the Committee for Technical Services dated 26 February 2019: **Annexure 7.2.3(c)**.

Discussion

Mr Andre Mouton, representing the De Keur Centre, requested municipal comment on a preliminary building plan for the erection of a street boundary fence.

A recommendation was made to the Council and on 26 March 2019 the following resolution was taken:

‘UNANIMOUSLY RESOLVED

- (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.’

Subsequently a letter, dated 13 December 2019, was received from Joubert van Vuuren Attorneys urging Council to approve the proposed fencing or face a court application (letter attached as annexure A). The gist of Joubert van Vuuren's argument is as follows:

- (a) Council's decision is subjective and unfairly discriminates against Mr Mouton.
- (b) The owner has a legal duty to ensure the security and protection of its tenants and their customers.
- (c) There are other fences in the main street that can be regarded as "unsightly, objectionable".
- (d) There are many examples of shopping centres in other towns where fences have been approved.
- (e) If the fence is not approved the internal appeal mechanism should be provided, after which process, if the fence is still not been approved, the instruction is to proceed with a court application against the Witzenberg Municipality.

Town Planner comment

Comment on the above-mentioned points of argument is as follow:

- (a) The recommendation to refuse the fence does not seek to discriminate against Mr Mouton. It does not represent a personal opinion, but rather a well-reasoned consideration having regard to sound town planning principles. The concern is to maintain something of the special character of the town of Ceres in the face of many opposing pressures that threaten to damage the appearance of the main street. In addition it seeks to maintain the open character around the De Keur Centre allowing unfettered movement of people between the centre itself, the parking area and the business opposite the street. Movement is also necessary after hours when there is still activity from the Spur restaurant and people enjoying for example an evening walk around the centre. The decision is thus based not only on aesthetics, but also seeks to protect the convenience of the area.
- (b) The majority of businesses in Ceres do not need fencing as a security measure and no convincing evidence is presented that the De Keur Centre is in fact in danger or faces a security threat.
- (c) It is not contested that there are other fences in the main road. They are, however, not at the same scale as that of the proposed fence at the De Keur Centre. In considering a town planning matter each case needs to be considered on its own merits and one example of a fence cannot in itself justify that another is acceptable as each site is different and has its own set of circumstances.
- (d) Each Council is free to decide matters in its own municipal area. Having street boundary fences at shopping centres in other towns is not motivation enough for having it in Ceres.
- (e) Mr Mouton requested an opinion on whether the fence would be allowed and has not submitted formal building plans. Because the proposal is considered significant for the character of the main street of the town the matter was brought to Council for a decision. Mr Mouton can, once he has submitted formal plans for a decision, make an appeal in terms of the provisions of the National Building Regulations."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the application for a proposed street boundary fence on erf 7696, Ceres be refused.

**7.2.4 Appeal: Application for departure for purpose of a bottle store (off-consumption):
Erf 3116: 890 Friesland Street, Bella Vista, Ceres
(15/4/1/1/208)**

The following documents are attached:

- (a) Memorandum from Senior Town Planner, dated 29 January 2020: **Annexure 7.2.4(a)**.
- (b) Letter of Senior Town Planner, dated 11 November 2019: **Annexure 7.2.4(b)**.
- (c) Appeal from Ms Vergotine, dated 3 December 2019: **Annexure 7.2.4(c)**.
- (d) Petition: **Annexure 7.2.4(d)**.
- (e) Signatories denying of signing the petition: **Annexure 7.2.4(e)**.
- (f) Locality map: **Annexure 7.2.4(f)**.

RESOLVED

that the appeal of Ms C Vergotine against the decision of the Witzenberg Planning Tribunal to refuse the application for departure on erf 3116, 890 Friesland Street, Bella Vista, Ceres be dismissed and the decision of the tribunal stands.

7.3 Direkoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

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

7.4.1 **Property exchange transaction: Erf 5957 Nduli and Nduli commonage (erf 5958), Ceres (7/1/1/1 & 7/1/4/2)**

The following items refer:

- (a) Item 7.4.3 of the Executive Mayoral Committee meeting, held on 24 October 2019.
- (b) Item 8.4.7 of the Council meeting, held on 30 October 2019.
- (c) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 4 December 2019.

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

Purpose

To consider recommending to Council to approve a possible property exchange transaction between the owner of a portion of erf 5957, Nduli, Ceres and the Witzenberg Municipality who is the owner of a portion of the Nduli commonage, erf 5958.

Deliberation

Mr Petrus Johannes Mostert is the registered owner of erf 5957, Nduli, Ceres. A copy of the Deeds Registry enquiry to this effect is attached as **annexure 7.4.1(a)**.

A portion of this erf is covered with graves and is generally been regarded by the public as part of the Nduli cemetery. This confusion crept as a result of a fence that was erroneously erected as a border fence between the graveyard and the private erf. The owner is frustrated, because he cannot use his property for the purpose required. He has proposed, in an attempt to resolve the impasse, that the municipality considers alienating a portion of commonage 5958, which is reflected on the attached **annexure 7.4.1(b)** with an X, in favour of himself. The portion of the commonage marked with an X is the property where the mobile post office has been erected. (The post office has been vandalised and the indication is that it will not be repaired or replaced). The Post Office previously indicated, prior to the destruction of the building, that they will rather sub-lease the building than conducting any services themselves. The size of the property in question is 775 square metres.

The owner, Mr Mostert, will in exchange for the commonage transfer a portion of erf 5957, marked as Y on the Google map, to the municipality for incorporation to the graveyard. The size of the portion marked Y is 993 square metres. The proposal further includes that no financial considerations be given for the transfer of the properties.

Legal implication

The alienation of the municipal property must be dealt with in terms of Section 14 of the Municipal Finance Act. In this instance the municipality must take a decision that the property is not required for minimum service delivery. The municipality is currently impeding on the rights of the owner of erf 5957. The market value of the asset to be received will in any event be higher than the value of the asset to be alienated.

Financial implication

There will be no financial implications except for the cost of any subdivision, consolidation, transfer cost and any other incidental costs relating to the transfer of the property.”

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 30 October 2019 that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 4 December 2019 that the matter regarding a property exchange transaction in Nduli, Ceres be held in abeyance for an in loco site inspection.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the property exchange transaction between erf 5957, Nduli and Nduli commonage (erf 5958), Ceres be deliberated by Council and after that a resolution be taken.

**7.4.2 LA Retirement Fund: Annual General Meeting: 29 May 2020
(12/1/1/2)**

A letter from the LA Retirement Fund, dated 24 January 2020, is attached as **annexure 7.4.2**.

The following recommendation was tabled to the Executive Mayoral Committee:

That one member and one Councillor, with secundi, be nominated to attend the Annual General Meeting of the LA Retirement Fund on 29 May 2020 in Bellville.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Alderman TT Godden be nominated to represent the municipality at the Annual General Meeting of the LA Retirement Fund on 29 May 2020 in Bellville.*
- (b) *that Councillor MD Jacobs be nominated as the secundi to represent the municipality at the meeting supra (a).*

**7.4.3 Council's immovable property: Pigeon Society Clubhouse: Erf 496, Stamper Street, Wolseley
(7/1/4/1)**

The following items refer:

- (a) Item 6.4 of the meeting of the Committee for Corporate and Financial Services, held on 28 August 2019.
- (b) Item 7.4.2 of the Executive Mayoral Committee meeting, held on 24 October 2019.
- (c) Item 8.4.2 of the Council meeting, held on 30 October 2019.

A memorandum from the Senior Legal Advisor, dated 21 January 2019, is attached as **annexure 7.4.3**.

The Committee for Corporate and Financial Services resolved on 28 August 2019 to recommend to the Executive Mayoral Committee and Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

The Executive Mayoral Committee resolved on 24 October 2019 to recommend to Council that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 30 October 2019 that the matter regarding the Pigeon Society Clubhouse, Wolseley be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council considers the possibility of a potential Non-Governmental Organisation (NGO) in Ward 2 or 7 in need to lease the Pigeon Society Clubhouse on erf 496 in Stamper Street, Wolseley.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that a Supply Chain process be followed in respect of the allocation of the Pigeon Society Clubhouse on erf 496, Stamper Street, Wolseley.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

None

NOTED

10. ADJOURNMENT

The meeting adjourned at 11:20.

Approved on _____ with / without amendments.

**COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR**

MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 20 NOVEMBER 2019 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 20 NOVEMBER 2019 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee members / Komitee lede

Alderman / Raadsheer JJ Visagie (Chairperson / Voorsitter)

Councillor / Raadslid D Swart

Councillor / Raadslid M Mdala

Officials / Amptenare

Mr / Mnr J Barnard (Director: Technical Services / Direkteur: Tegniese Dienste)

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 E Lintnaar (Manager: Streets and Storm Water / Bestuurder: Strate en Stormwater)

Mr / Mnr R Van der Merwe (Senior Town Planner / Senior Stadsbeplanner)

Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)

Ms / Me W Roode (Word Processor Operator / Woordverwerkeroperateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson requested Councillor M. Mdala to open the meeting with prayer after which he welcomed everyone present.

Die Voorsitter versoek raadslid M. Mdala 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)

Applications for leave of absence from the meeting were received from Councillor R. Simpson and Councillor M Jacobs.

Apologies for absence from the meeting were received from the Municipal Manager, Manager: Town Planning and Building Control, Manager: Electro-Technical Services and Manager: Administration.

Aansoeke om verlof tot afwesigheid van die vergadering was ontvang vanaf Raadslid R. Simpson en Raadslid M Jacobs.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder, Bestuurder: Stadsbeplanning en Boubeheer, Bestuurder: Elektrotegniese Dienste en Bestuurder: Administrasie.

RESOLVED

- (a) *that the verbal applications for leave of absence from the meeting, received from Councillors R. Simpson and M Jacobs, be approved and accepted.*
- (b) *that the written applications for leave of absence from Councillors Simpson and Jacobs be submitted to the Department Administration not later than three days after the meeting, in default the necessary fine will be imposed.*
- (c) *that notice be taken of the apologies for absence from the meeting, received from the Municipal Manager, Manager: Town Planning and Building Control, Manager: Electro-Technical Services and Manager: Administration.*

BESLUIT

- (a) *dat die mondelinge aansoeke om verlof tot afwesigheid van die vergadering, ontvang vanaf Raadslede R. Simpson en M. Jacobs, goedgekeur en aanvaar word.*
- (b) *dat die skriftelike aansoeke om verlof tot afwesigheid van Raadslede Simpson en Jacobs nie later as drie dae na die vergadering by die Departement Administrasie ingedien word nie, die Raadslede by versuim die nodige boete opgelê word.*
- (c) *dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder, Bestuurder: Stadsbeplanning en Boubeheer, Bestuurder: Elektrotegniese Dienste en Bestuurder: Administrasie.*

3. MINUTES / NOTULES

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

The minutes of the meeting of the Committee for Technical Services, held on 24 July 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 24 Julie 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Technical Services, held on 24 July 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 24 Julie 2019, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

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

The following were highlighted:

- The Chairperson thanked the Committee for Technical Services for services rendered for the year 2019.
- The Chairperson informed the meeting that only one (1) meeting was postponed for the year due to the lack of a quorum.
- The Chairperson requested that application for leave of absence from the meeting must be submitted in writing.
- The Chairperson informed the meeting that it is the last meeting of the Committee for Technical Services for 2019 and wished all a blessed festive season and a prosperous new year.
- The Chairperson announced that the next municipal elections will take place in 2021.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Risk Management: First Quarter 2019/2020 Risk Management Report: Directorate for Technical Services / Risiko Bestuur: Eerste Kwartaal 2019/2020 Risiko Bestuur Verslag: Direktooraat vir Tegniese Dienste (9/1/2/2)

Council resolved per item 8.4.2 of 26 October 2016:

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

A Risk Management report for the Committee for Housing Matters, First quarter of 2019/2020, dated 11 November 2019, is attached as **annexure 6.1**.

Objectives of Enterprise Risk Management

The objectives of risk management are to assist Management in making more informed decisions which:

- provide a level of assurance that current significant risks are effectively managed;
- improve operational performance by assisting and improving decision making and planning;
- promote a more innovative, less risk averse culture in which the taking of calculated risks in pursuit of opportunities, to benefit the municipality is encouraged; and
- provide a sound basis for risk management and internal control as components of good corporate governance.

Roles and Responsibilities

Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Witzenberg Municipality against significant risks. Council has to report to the community, on the municipality's system of internal control. This provides comfort that the municipality is protected against significant risks to ensure the achievement of objectives as detailed in the Service Delivery and Budget Improvement Plan (SDBIP).

In terms of the Risk Management Framework the responsibilities of the Council in risk management includes:

- (a) ensuring that the Institutional strategies are aligned to the government mandate;
- (b) obtaining assurance from management that the Municipality's strategic choices were based on a rigorous assessment of risk;

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- (c) obtaining assurance that key risks inherent in the Municipality's strategies were identified and assessed, and are being properly managed;
- (d) assisting the Accounting Officer / Authority to deal with fiscal, intergovernmental, political and other risks beyond their direct control and influence; and
- (e) insisting on the achievement of objectives, effective performance management and value for money.

The Municipal Manager is ultimately responsible for risk management within the municipality. This includes ensuring that the responsibility for risk management vests at all levels of management. The Municipal Manager sets the tone at the top by promoting accountability, integrity and other factors that will create a positive control environment.

Senior Management takes ownership for managing the municipality's risks within their areas of responsibility and is accountable to the Municipal Manager for designing, implementing, monitoring and integrating Enterprise Risk Management (ERM) into their day-to-day activities of the municipality. This should be done in a manner that ensures that risk management becomes a valuable strategic management tool.

Line Management/Risk Owners take responsibility for managing the municipality's risks within their areas of responsibility and is responsible for the designing, implementing, monitoring and integrating Enterprise Risk Management into their day-to-day activities of the municipality. The key focus is to ensure that controls implemented to mitigate risk are working as intended and that any deviations are reported and improved.

RESOLVED

that the Committee for Technical Services takes notice of the Risk Management Report of the Directorate Technical Services for the First Quarter 2019/2020, and after consideration, accepted and approved same.

BESLUIT

dat die Komitee vir Tegniese Dienste, na oorweging, kennis neem van die Risiko Bestuursverslag van die Direkoraat Tegniese Dienste vir die Eerste Kwartaal van 2019/2020 en dat die verslag aanvaar en goedgekeur word.

6.2 SALGA: Minutes of Public Transport and Roads Provincial Working Group: 17 July 2019 / SALGA: Notule van Publieke Vervoer en Paaie Werksgroep: 17 Julie 2019 (12/1/1/11)

The minutes of the SALGA Public Transport and Roads Provincial Working Group meeting, held on 17 July 2019, are attached as **annexure 6.2**.

Die notule van 'n vergadering van die SALGA Publieke Vervoer en Paaie Provinsiale Werksgroep, gehou op 17 Julie 2019, word ingebind as **bylae 6.2**.

RESOLVED

that the Committee for Technical Services takes notice of the minutes of the SALGA Public Transport and Roads Provincial Working Group meeting, held on 17 July 2019.

BESLUIT

dat die Komitee vir Tegniese Dienste kennis neem van die notule van 'n vergadering van die SALGA Publieke Vervoer en Paaie Provinsiale Werksgroep, gehou op 17 Julie 2019.

6.3 SALGA: Urgent request for municipal comments on asset ownership created through the Integrated National Electrification Programme (INEP) / SALGA: Dringende versoek vir munisipale insae van bate eienaarskap ontwerp deur die Geïntegreerde Nasionale Elektrifisering Program (10/1/P)

A report from South African Local Government Association (SALGA), dated 7 August 2019, is attached as **annexure 6.3**.

'n Verslag vanaf Suid Afrikaanse Vereniging vir Plaaslike Regering, gedateer 7 Augustus 2019, word ingebind as **bylae 6.3**.

RESOLVED

that the Committee for Technical Services takes notice of the report from the South African Local Government Association regarding the urgent request for municipal inputs on asset ownership created through Integrated National Electrification Programme (INEP).

BESLUIT

dat die Komitee vir Tegniese Dienste kennis neem van die verslag vanaf die Suid-Afrikaanse Vereniging vir Plaaslike Regering ten opsigte van die dringende versoek vir munisipale insette op bate eienaarskap ontwerp deur Geïntegreerde Nasionale Elektrifisering Program.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Water Demand Management Devices / Toestelle vir die Bestuur van Wateraanvraag (16/2/1/4/1)

A memorandum from the Manager: Water and Sewerage, dated 17 September 2019, is attached as **annexure 7.1**.

'n Memorandum vanaf die Bestuurder: Water en Riolering, gedateer 17 September 2019, word ingebind as **bylae 7.1**.

A Committee member enquired whether a consultation session was held prior to the installation of Water Demand Management meters with the owners as indicated in the report.

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The Manager: Water and Sewerage responded to the satisfaction of the committee member on an enquiry in respect of the consultation session prior to the installation of Water Demand Management meters.

The Director: Technical Services reported that the public participation process in respect of Water Demand Management meters will commence next week.

The Director: Technical Services informed the meeting that the Water Demand Management meters will be implemented for indigents cases in January 2020.

RESOLVED

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

that Council considers and takes notice of the submitted Water Demand Management Devices report.

BESLUIT

Dat die Komitee vir Tegniese Dienste by die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat die Raad kennis neem, na oorweging, van die toestelle vir die bestuur van wateraanvraag.

7.2 Minutes of the meeting of Ceres Koekedouw Management Committee: 13 August 2019 / Notule van die vergadering van Ceres Koekedouw Bestuurskomitee: 13 Augustus 2019 (16/2/1/1/1)

The minutes of the meeting of Ceres Koekedouw Management Committee, held on 13 August 2019, is attached as **annexure 7.2**.

Die notule van die vergadering van Ceres Koekedouw Bestuurskomitee, gehou op 13 Augustus 2019, word ingebind as **bylae 7.2**.

RESOLVED

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

that Council considers and takes notice of the minutes of the Ceres Koekedouw Management Committee held on 13 August 2019.

BESLUIT

Dat die Komitee vir Tegniese Dienste by die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat die Raad oorweeg en kennis neem van die notule van die vergadering van Ceres Koekedouw Bestuurskomitee, gehou op 13 Augustus 2019.

7.3 Terms of reference for a Recycling Forum for Witzenberg Municipality / Terme van verwysing vir 'n Herwinningsforum vir Munisipaliteit Witzenberg (17/3/2)

A memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 30 September 2019, is attached as **annexure 7.3**.

'n Memorandum vanaf die Senior Superintendent: Vaste Afval en Reinigingsdienste, gedateer 30 September 2019, word ingebind as **bylae 7.3**.

RESOLVED

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

that the Terms of Reference for a Recycling Forum for Witzenberg Municipality be approved by Council.

BESLUIT

Dat die Komitee vir Tegniese Dienste by die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat die Terme van verwysing vir 'n Herwinningsforum vir Munisipaliteit Witzenberg deur die Raad goedgekeur word.

7.4 Policy for Work and the Installation of Services in the Road Reserve (16/04/4/6)

The following documents are attached:

- (a) Memorandum from the Manager: Streets and Storm Water, dated 4 November 2019: **Annexure 7.4(a)**.
- (b) Policy for Work and the Installation of Services in the Road Reserve: **Annexure 7.4(b)**.
- (c) Appendix A: List of Active Network Licensees in Witzenberg Municipal Area: **Annexure 7.4(c)**.
- (d) Appendix B: Roadworks signing for Urban Streets: **Annexure 7.4(d)**.
- (e) Appendix C: DCP Test Result Sheet: **Annexure 7.4(e)**.
- (f) Appendix D: Occupational Health and Safety Specification for Construction Works Contracts: **Annexure 7.4(f)**.
- (g) Form 1: Wayleave Application Form, Form 1.1: Undertaking / Idemnity and Form 1.2: Certificate of Inspection and completion: **Annexure 7.4(g)**.

RESOLVED

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

that the Policy for Work and the Installation of Services in the Road Reserve be workshopped by Council and after that be tabled to Council for adoption.

7.5 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres (7/1/4/1 & 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 held on 29 July 2019.
- (e) Item 8.3.6 of the Council meeting, held on 31 July 2019.
- (f) Item 7.3 of the meeting of the Committee for Local Economic Development and Tourism, held on 28 August 2019.
- (g) Item 6.5 of the meeting of the Committee for Local Economic Development and Tourism, held on 16 October 2019.
- (h) Item 7.2 of the meeting of the Committee for Corporate and Financial Services, held on 17 October 2019.

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:

Minutes: Committee for Technical Services
Notule: Komitee vir Tegniese Dienste
20 November 2019

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 to recommend 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 was tabled to the Executive Mayoral Committee on 29 July 2019:

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 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be workshopped by Council.

Council unanimously resolved on 31 July 2019 that the item be removed from the agenda in the light of the adoption of the applicable policy and be resubmitted.

The policy on the Management of business properties for local economic development with the aim of empowering the previously disadvantaged communities has been approved and accepted by Council per council resolution 8.3.5 of 31 July 2019.

The Committee for Local Economic Development and Tourism resolved on 28 August 2019 to recommend to the Executive Mayoral Committee and Council that the necessary traffic report be obtained and submitted to the Committee for Corporate and Financial Services to determine if erf 5145, Nduli on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison is suitable for the project.

A memorandum from the Acting Manager: Socio-Economic Development, dated 7 October 2019, with the required documents as submitted by the applicant, is attached as **annexure 7.2**.

The Committee for Local Economic Development and Tourism resolved on 16 October 2019 that the Nduli Ngcani Carwash, erf 5145 be referred to the Technical Services Committee to determine the suitability of the land.

The Committee for Corporate and Financial Services resolved on 17 October 2019 that the matter in respect of the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be held in abeyance pending the environmental assessment impact study.

The Director: Technical Services reported that comments need to be made by the Department Technical Services in respect of the resolution taken at the Committee for Local Economic Development on 28 August 2019.

RESOLVED

that the matter in respect of the application for the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres be held in abeyance pending a report from the Manager: Town Planning and Building Control.

7.6 Housing: Approval of street names for Vredebes (16/04/P)

The following items refer:

- (a) Item 9.1.7 of the meeting for Housing Matters, held on 7 February 2019.
- (b) Item 9.1.11 of the meeting for Housing Matters, held on 16 May 2019.
- (c) Item 9.1.8 of the meeting for Housing Matters, held on 23 July 2019.
- (d) Item 9.1.6 of the meeting for Housing Matters, held on 28 August 2019.
- (e) Item 9.1.5 of the meeting for Housing Matters, held on 15 October 2019.

The Committee for Housing Matters resolved on 7 February 2019:

- (a) that the proposed street names for Vredebes Housing Project be advertised in the local newspaper for public comments and inputs.
- (b) that Ward Councillors submit their proposed street names for Vredebes Housing Project to the Municipal Manager.

The Committee for Housing Matters resolved on 16 May 2019:

- (a) that the matter with regard to the approval of street names for Vredebes be held in abeyance until the next committee meeting.
- (b) that the IDP offices responsible for the record keeping of ward committee minutes be held accountable for not submitting the street names received from Ward Councillors of Wards 1 and 12 for streets in Vredebes.
- (c) that no comments or complaints were received after advertising in the Witzenberg Herald.

Minutes: Committee for Technical Services
Notule: Komitee vir Tegniese Dienste
20 November 2019

The Committee for Housing Matters resolved on 23 July 2019:

- (a) that the matter in respect of the approval of street names for Vredebes be held in abeyance until the next committee meeting.
- (b) that the Manager: Housing notifies the Ward Councillors of Wards 1 and 12 informing them to submit their detailed minutes, attendance registers and motivations for the street names.

The Committee for Housing Matters resolved on 28 August 2019:

- (a) that the matter regarding the approval of street names for Vredebes be referred back to Ward Councillors N Phatsoane and M Mdala of Wards 1 and 12 respectively.
- (b) that the matter regarding the approval of street names for Vredebes be held in abeyance until the next Committee meeting for approval.

The Committee for Housing Matters resolved on 15 October 2019:

- (a) that the proposed Street names of Wards 1 and 5 for Vredebes Housing Project be approved and referred to the Committee for Technical Services.
- (b) that the proposed Street names of ward 12 be held in abeyance until the next Committee meeting for Housing Matters.

A memorandum from the Manager: Housing, dated 4 October 2019, is attached as **annexure 7.6 (a)**.

The policy for Renaming of Streets is attached as **annexure 7.6(b)**.

RESOLVED

that the matter in respect of the approval of street names for Vredebes be held in abeyance pending comments from the Manager: Town Planning and Building Control.

**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

The following concerns were raised by the Chairperson that regular traffic delays by heavy vehicles and accidents occur at the following roads:

- Sarel Cilliers Street, Ceres.
- C/o Voortrekker and Vos Street, Ceres.
- Second entrance to Bella Vista from Ceres on the R303.
- Jakkalskraal Road, Prince Alfred's Hamlet, Ceres.

The Manager: Streets and Storm Water reported that the abovementioned roads are the responsibility of the Department of Transport and Public Works. Various attempts were made in respect of the abovementioned roads without any success.

A Committee member enquired in respect of the removal of a stop sign in Lyell Street, Ceres in front of Ceres Primary School. The Manager: Streets and Storm Water reported that the abovementioned was removed on the request of the Section: Traffic Services and a speedbump was built at the stop sign, therefore the latter was removed at the three way stop in Lyell Street.

The Chairperson reported that the speedbump sign in Waboom Street, Prince Alfred Hamlet in Phase 3 was removed. The Manager: Streets and Storm Water will follow up the matter in respect of the abovementioned.

The Chairperson mentioned that when a vacancy occurs in a managerial position in future at the Department: Technical Services, women needs to be considered for appointment in terms of gender equity.

NOTED

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:55 / Die vergadering verdaag om 10:55.

Approved on _____

ALDERMAN / RAADSHEER JJ VISAGIE
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 21 NOVEMBER 2019 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 21 NOVEMBER 2019 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Aldermen / Raadshere

H Smit (Chairperson / Voorsitter)
J Schuurman

Councillors / Raadslede

T Mgoboza
M Ndaba

Other Councillors / Ander Raadslede

BC Klaasen (Executive Mayor)

Officials / Amptenare

Mr / Mnr A Raubenheimer (Acting Director: Finance / Waarnemende Direkteur: Finansies)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Ms / Me I Barnard (Manager: Human Resources / Bestuurder: Menslike Hulpbronne)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Ms / Me C Stevens (Manager: Revenue / Bestuurder: Inkomste)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Ms / Me E Lewis (Word Processing Operator / Woordverwerker Operateur)

OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek daarna Bestuurder: Verkeersdienste om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Councillor D Kinnear.

Apologies for leave of absence from the meeting were received from the Municipal Manager. Director: Corporate Services, Manager: Communication and Marketing and Manager: Legal Services.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid D Kinnear.

Verskonings vir afwesigheid van die vergadering was ontvang vanaf die Munisipale Bestuurder, Direkteur: Korporatiewe Dienste, Bestuurder: Kommunikasie en Bemaking en Bestuurder: Regsdienste.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor D Kinnear be approved and accepted.*
- (b) *that notice be taken of the apologies for absence from the meeting received from the Municipal Manager. Director: Corporate Services, Manager: Communication and Marketing and Manager: Legal Services and same be accepted.*

BESLUIT

- (a) *dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid D Kinnear goedgekeur en aanvaar word.*
- (b) *dat kennis geneem word van die verskonings vir afwesigheid van die vergadering ontvang vanaf die Munisipale Bestuurder, Direkteur: Korporatiewe Dienste, Bestuurder: Kommunikasie en Bemaking en Bestuurder: Regsdienste en dat dit aanvaar word.*

3. MINUTES / NOTULES

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

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 17 October 2019, are attached as **annexure 3.1**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 17 Oktober 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 17 October 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 17 Oktober 2019, goedgekeur en deur die Voorsitter onderteken word.

**3.2 Matters / Corrections from the minutes
(3/1/2/3)**

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly report: Directorate: Corporate Services: October 2019 / Maandverslag: Direkoraat: Korporatiewe Dienste: Oktober 2019 (09/1/2/1)

The monthly report of the Directorate: Corporate Services for October 2019 is attached as **annexure 6.1**.

Die maandverslag van die Direkoraat: Korporatiewe Dienste vir Oktober 2019 word as **byla 6.1**.

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly report of the Directorate: Corporate Services for October 2019 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslag van die Direkoraat: Korporatiewe Dienste vir Oktober 2019 en dat die verslag aanvaar word.

6.2 Risk Management: First quarter 2019/2020 Risk Management Report Committee for Corporate and Financial Services (9/1/2/2)

Council resolved per item 8.4.2 of 26 October 2016:

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

A Risk Management report for the Committee for Corporate and Financial Services, First quarter of 2019/2020, 15 October 2019, is attached as **annexure 6.2**.

Objectives of Enterprise Risk Management

The objectives of risk management are to assist Management in making more informed decisions which:

- provide a level of assurance that current significant risks are effectively managed;
- improve operational performance by assisting and improving decision making and planning;
- promote a more innovative, less risk averse culture in which the taking of calculated risks in pursuit of opportunities, to benefit the municipality is encouraged; and
- provide a sound basis for risk management and internal control as components of good corporate governance.

Roles and Responsibilities

Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Witzenberg Municipality against significant risks. Council has to report to the community, on the municipality's system of internal control. This provides comfort that the municipality is protected against significant risks to ensure the achievement of objectives as detailed in the Service Delivery and Budget Improvement Plan (SDBIP).

In terms of the Risk Management Framework the responsibilities of the Council in risk management includes:

- (a) ensuring that the Institutional strategies are aligned to the government mandate;
- (b) obtaining assurance from management that the Municipality's strategic choices were based on a rigorous assessment of risk;
- (c) obtaining assurance that key risks inherent in the Municipality's strategies were identified and assessed, and are being properly managed;
- (d) assisting the Accounting Officer / Authority to deal with fiscal, intergovernmental, political and other risks beyond their direct control and influence; and
- (e) insisting on the achievement of objectives, effective performance management and value for money.

The Municipal Manager is ultimately responsible for risk management within the municipality. This includes ensuring that the responsibility for risk management vests at all levels of management. The Municipal Manager sets the tone at the top by promoting accountability, integrity and other factors that will create a positive control environment.

Senior Management takes ownership for managing the municipality's risks within their areas of responsibility and is accountable to the Municipal Manager for designing, implementing, monitoring and integrating Enterprise Risk Management (ERM) into their day-to-day activities of the municipality. This should be done in a manner that ensures that risk management becomes a valuable strategic management tool.

Line Management/Risk Owners take responsibility for managing the municipality's risks within their areas of responsibility and is responsible for the designing, implementing, monitoring and integrating Enterprise Risk Management into their day-to-day activities of the municipality. The key focus is to ensure that controls implemented to mitigate risk are working as intended and that any deviations are reported and improved.

RESOLVED

that the Committee for Corporate and Financial Services takes notice, after consideration, of the Risk Management report for the First Quarter of 2019/2020 and same be approved and accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem, na oorweging, van die Risiko Bestuur verslag vir die Eerste Kwartaal van 2019/2020 en dat die verslag goedgekeur en aanvaar word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direkoraat Finansies / Directorate Finance

Section 71 Monthly Budget Statement Report of Directorate Finance: September 2019 / Artikel 71 Maandelikse Begrotingsverslag van die Direkoraat Finansies: September 2019 (9/1/2/2)

The Section 71 Monthly Budget Statement Report of the Directorate Finance for September 2019 is attached as **annexure 7.1**.

Die Artikel 71 Maandelikse Begrotingsverslag van die Direkoraat Finansies vir September 2019 word ingebind as **bylae 7.1**.

RESOLVED

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

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September 2019 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste aan die Uitvoerende Burgemeesterskomitee en Raad aanbeveel:

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem, na oorweging, van die inhoud van die Artikel 71 Maandelikse Begrotingsverslag van die Direkoraat Finansies vir September 2019 en dat die verslag goedgekeur en aanvaar word.

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

9. QUESTIONS AND/OR MATTERS RAISED BY COUNCILLORS

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

MINUTES OF THE MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 13 FEBRUARY 2020 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 13 FEBRUARIE 2020 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter)
Councillor / Raadslid G Laban
Councillor / Raadslid P Daniels

Officials / Amptenare

Ms / Me H Truter (Manager: Amenities and Environment / Bestuurder: Geriewe en Omgewing)
Ms / Me J Stuurman (Manager: Libraries / Bestuurder: Biblioteke)
Ms / Me A Lamprecht-Vertue (Manager: Disaster Management and Fire Services / Bestuurder: Rampbestuur en Brandweerdienste)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me E Lewis (Word Processor Operator / Woordverwerkeroperator)

Other representatives / Ander verteenwoordigers

Lieutenant-Colonel / Luitenant-Kolonel G Swanepoel (South African Police Services / Suid-Afrikaanse Polisiediens, Ceres)
Sergeant / Sersant N Brand (South African Police Services / Suid-Afrikaanse Polisiediens, Prince Alfred's Hamlet)
Warrant Officer / Adjudant-Offisier JP Robyn (South African Police Services / Suid-Afrikaanse Polisiediens, Prince Alfred's Hamlet)
Warrant Officer / Adjudant-Offisier A Moos (South African Police Services / Suid-Afrikaanse Polisiediens, Wolseley)
Ms / Me C Botha (Manager: The Haven Night Shelter / Bestuurder: Die Haven Nagskuiling)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Lieutenant-Colonel G Swanepoel to open the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek Luitenant-Kolonel G Swanepoel om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

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

Apologies for absence from the meeting were received from the Municipal Manager, Manager: Administration, Acting Manager: Socio-Economic Development and Messrs M van Wyk and D Koopman of the Witzenberg Sport Council.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid N Phatsoane.

Verskonings vir afwesigheid van die vergadering was ontvang vanaf die Munisipale Bestuurder, Bestuurder: Administrasie, Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling en Mnre. M van Wyk en D Koopman van die Witzenberg Sportraad.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor N Phatsoane be approved and accepted.*
- (b) *that notice be taken of the apologies for absence from the meeting received from the Municipal Manager, Manager: Administration, Acting Manager: Socio-Economic Development and Messrs M van Wyk and D Koopman of the Witzenberg Sport Council and same be accepted.*

BESLUIT

- (a) *dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid N Phatsoane goedgekeur en aanvaar word.*
- (b) *dat kennis geneem word van die verskonings vir afwesigheid van die vergadering ontvang vanaf die Munisipale Bestuurder, Bestuurder: Administrasie, Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling en Mnre. M van Wyk en D Koopman van die Witzenberg Sportraad en dat dit aanvaar word.*

3. MINUTES

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

The minutes of the meeting of the Committee for Community Development, held on 21 November 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 21 November 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 21 November 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 21 November 2019, goedgekeur en deur die Voorsitter onderteken word.

3.2 Matters / Corrections from the minutes
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

3.3 Outstanding Matters / Uitstaande Sake
 (3/3/2)

Number / Nommer	File reference number Lêerver- wysings- nommer	Item number and date of meeting / Itemnommer en datum van vergadering	Title of item / Onderwerp van item	Resolution Besluit	Responsibility Verantwoorde- likheid	Target date Teiken- datum
7.2	(7/1/4/1)	Item 7.2 of 21 November 2019	Malikhanye Crèche: Extension of lease agreement: Erf 1573 and a portion of erf 1: Pine Valley, Wolseley	<p>(a) that the Acting Manager: Socio Economic Development arranges a meeting with BADISA to request the possibility of sharing the building of Malikhanye Crèche on erf 1573 and a portion of erf 1, Pine Valley, Wolseley with an organisation for special needs children in the morning and an aftercare centre for scholars in the afternoon.</p> <p>(b) that the matter in respect of the extension of the lease agreement with Malikhanye Crèche on erf 1573 and a portion of erf 1, Wolseley be held in abeyance until more information pending (a) supra is available</p>	Acting Manager: Socio-Economic Development	

RESOLVED

- (a) *that the matter in respect of extension of lease agreement for Malikhanye Crèche at erf 1573 and a portion of erf 1, Pine Valley, Wolseley be held in abeyance until the next committee meeting.*
- (b) *that the Acting Manager: Socio-Economic Development tables a report in respect of the application for a lease agreement for Vrolike Vinkies Crèche on erf 1573 and a portion of erf 1, Pine Valley, Wolseley at the next committee meeting.*

BESLUIT

- (a) *dat die aangeleentheid rakende die verlenging van die huurooreenkoms vir Malikhanye Crèche op erf 1573 en 'n gedeelte van erf 1, Pine Valley, Wolseley oorstaan tot die volgende komiteevergadering.*
- (b) *dat die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling 'n verslag rakende die aansoek vir 'n huurooreenkoms vir Vrolike Vinkies Crèche op erf 1573 en 'n gedeelte van erf 1, Pine Valley, Wolseley by die volgende vergadering ter tafel lê.*
-

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

5.1 South African Police Services (SAPS) / Suid-Afrikaanse Polisie diens (SAPD) (17/07/1/R)

The reports of the South African Police Services were presented verbally.

Die verslae van die Suid-Afrikaanse Polisie diens is mondeling gelewer.

(a) Ceres

A report received from Lieutenant-Colonel G Swanepoel from the South African Police Services, Ceres is attached as **annexure 5.1(a)**.

(b) Prince Alfred's Hamlet

Warrant-Officer Robyn reported the following:

- A decrease of 2% in contact and property related crimes.
- Drug related crimes increased with 1%.

Sergeant Brand requested the following in terms of municipal services:

- That a disabled parking be allocated and painted in front of the police station in Prince Alfred's Hamlet.
- That the potholes which are caused by heavy vehicles at the entrance of Church and Sarel Cilliers Streets be attended to.

Sergeant Brand also reported that fruit theft is on the rise. The stolen fruit are being sold along the road and requested that Law Enforcement assists in terms of enforcing the municipal bylaws on hawking.

The Committee enquired the possibility of erecting "No Hawker" signs where these activities are taking place.

(c) Wolseley

Warrant-Officer Moos reported the following:

- A decrease in contact, property and other crimes.
- Two people died on two different occasions one week apart whilst busy stealing railway cables at Artois.
- That floodlights be installed at the dark spots in Wolseley.

The Chairperson requested that the South African Police Services, Wolseley in conjunction with the Ward Councillor P Daniëls identify the hotspots where the flood lights need to be installed in Pine Valley, Wolseley.

(d) Tulbagh

Absent without an apology / Afwesig sonder verskoning

RESOLVED

- that the Committee for Community Development, after consideration, takes notice of the content of the reports from the South African Police Services and same be accepted.*
- that the Manager: Streets and Storm Water addresses the request for the painting of a disabled parking in front of the Prince Alfred's Hamlet, Police Station.*
- that the Manager: Streets and Storm Water addresses the matter in respect of the potholes at the entrance of Church and Sarel Cilliers Streets in Prince Alfred's Hamlet.*
- that the South African Police Services, Wolseley and Councillor P Daniels identify the dark areas where floodlights are needed in Wolseley.*

BESLUIT

- dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die verslae gelewer deur die Suid-Afrikaanse Polisie diens en dat die verslae aanvaar word.*
- dat die Bestuurder: Strate en Stormwater die versoek vir die verf van 'n parkering vir gestremdes voor die Prince Alfred's Hamlet Polisie stasie aanspreek.*
- dat die Bestuurder: Strate en Stormwater die aangeleentheid rakende die slaggate by die ingang van Kerk- en Sarel Cillierstraat aanspreek.*
- dat die Suid-Afrikaanse Polisie diens, Wolseley en raadslid P Daniels die donker areas waar spreiligte nodig word in Wolseley identifiseer.*

5.2 Community Services: Management report: Quarter 3: The Haven Night Shelter: November 2019 / Gemeenskapsdienste: Bestuursverslag: Kwartaal 3: Die Haven Nagskuiling: November 2019 (17/16/3/1)

A Management report of The Haven Night Shelter for November 2019 is attached as **annexure 5.2**.

'n Bestuursverslag van Die Haven Nagskuiling vir November 2019 word ingebind as **bylae 5.2**.

Ms C Botha briefly informed the Committee the reason for her absence the past seven months and that she is reinstated in her position as manager of The Haven Night Shelter. Ms Botha reported the following:

- That currently they are in the process of maintenance at The Haven Night Shelter.
- That the male's section is full and there are only four (4) spaces available for women.

RESOLVED

that the Committee for Community Development takes notice of the content of the Management report for The Haven Night Shelter for November 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die Bestuursverslag van Die Haven Nagskuiling vir November 2019 en dat die verslag aanvaar word.

5.3 Witzenberg Sport Council / Witzenberg Sportraad (17/5/1)

The Chairperson requested that the monthly report of the Witzenberg Sport Council be forwarded to the Section Administration seven (7) day prior to the distribution of the agenda for Community Development.

RESOLVED

that the Manager: Administration informs the Witzenberg Sport Council to submit their monthly reports to the Section: Administration seven days prior to the distribution of the agenda of the Committee for Community Development.

BESLUIT

dat die Bestuurder: Administrasie die Witzenberg Sportraad in kennis stel om hul maandverslae sewe (7) dae voor die verspreiding van die agenda vir die Komitee vir Gemeenskapsontwikkeling aan die Afdeling Administrasie te stuur.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Socio-Economic Development for November and December 2019 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir November en Desember 2019 (09/1/2/4)

The following monthly reports of the Section Socio-Economic Development are attached:

Die volgende maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | November 2019 | Annexure / Bylae 6.1(a) |
| (b) | December / Desember 2019 | Annexure / Bylae 6.1(b) |

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Socio-Economic Development for November and December 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir November en Desember 2019 en dat die verslae aanvaar word.

6.2 Monthly reports of the Section Libraries for November and December 2019 / Maandverslae van die Afdeling Biblioteke vir November en Desember 2019 (9/1/2/4)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | November 2019 | Annexure / Bylae 6.2(a) |
| (b) | December / Desember 2019 | Annexure / Bylae 6.2(b) |

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Libraries for November and December 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Biblioteke vir November en Desember 2019 en dat die verslae aanvaar word.

6.3 Monthly reports of the Section Amenities and Environment for November and December 2019 / Maandverslae van die Afdeling Geriewe en Omgewing vir November en Desember 2019 (09/1/2/4)

The following monthly reports of the Section Amenities and Environment are attached:

Die volgende maandverslae van die Afdeling Geriewe en Omgewing word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | November 2019 | Annexure / Bylae 6.3(a) |
| (b) | December / Desember 2019 | Annexure / Bylae 6.3(b) |

Councillor P Daniels reported the following:

- Stray animals roaming in the streets and highway in Wolseley is a matter of concern.
- Certain information in the November and December 2019 monthly reports are duplicated.

RESOLVED

- (a) *that the Municipal Manager, Manager: Amenities and Environment and the Pound Master arrange a meeting with the livestock owners to address the matter in respect of the animals roaming in the streets and the highway in Wolseley.*
- (b) *that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Amenities and Environment for November and December 2019 and same be accepted.*

BESLUIT

- (a) *dat die Munisipale Bestuurder, Bestuurder: Geriewe en Omgewing en die Skutmeester 'n vergadering reël met die eienaars van vee om die aangeleentheid rakende die diere wat in die strate en hoofweg van Wolseley rondloop aan te spreek.*
- (b) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir November en Desember 2019 en dat die verslae aanvaar word.*

6.4 Monthly reports of the Section Resorts and Swimming Pools for November and December 2019 / Maandverslae van die Afdeling Oorde en Swembaddens vir November en Desember 2019 (9/1/2/4)

The following monthly reports of the Section Resorts and Swimming Pools are attached:

Die volgende maandverslae van die Afdeling Oorde en Swembaddens word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | November 2019 | Annexure / Bylae 6.4(a) |
| (b) | December / Desember 2019 | Annexure / Bylae 6.4(b) |

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for November and December 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir November en Desember 2019 en dat die verslae aanvaar word.

6.5 Monthly reports: Section Disaster and Emergency Management and Fire Services for November and December 2019 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir November en Desember 2019 (9/1/2/4)

The following monthly reports of the Section Disaster and Emergency Management and Fire Services are attached:

Die volgende maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | November 2019 | Annexure / Bylae 6.5(a) |
| (b) | December / Desember 2019 | Annexure / Bylae 6.5(b) |

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly reports of the Section Disaster and Emergency Management and Fire Services for November and December 2019 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir November en Desember 2019 en dat die verslae aanvaar word.

6.6 Risk Management: Risk Management Report: Committee for Community Development (9/1/2/2)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag.

None / Geen

NOTED / AANGETEKEN

6.7 Community Services: Memorandum: Witzenberg Association for Persons with Disabilities (APD) and Vrolike Vinkies Crèche / Gemeenskapliksdienste: Versoekskrif: Witzenberg Vereniging vir Persone met Gestremdhede (APD) en Vrolike Vinkies Bewaarskool (12/R)

A memorandum dated 3 December 2019 received from Witzenberg APD and Vrolike Vinkies Crèche is attached as **annexure 6.7**.

'n Versoekskrif gedateer 3 Desember 2019 ontvang vanaf Witzenberg APD en Vrolike Vinkies Bewaarskool word ingebind as **bylae 6.7**.

RESOLVED

- (a) *that the Committee for Community Development, after consideration, takes notice of the content of the petition from Witzenberg APD en Vrolike Vinkies Crèche and same be accepted.*
- (b) *that the Chairperson, Alderman K Adams, liaises with the Municipal Manager in respect of Community Meeting schedules as requested by the Witzenberg Association for People with Disabilities and Vrolike Vinkies Crèche.*
- (c) *that the memorandum in respect of the following matters received from the Witzenberg Association for Persons with Disabilities and Vrolike Vinkies Crèche be referred to the Municipal Manager, Director: Corporate Services and Director: Technical Services for attention.*
 - (i) *Wheelchair friendly access to business premises;*
 - (ii) *Marked disabled parking at businesses;*
 - (iii) *Public ablution facilities for disabled persons;*
 - (iv) *Wheelchair friendly access to public transport;*
 - (v) *Lack of appointment of disabled people in municipal vacancies;*
 - (vi) *Sport events for disabled people;*
 - (vii) *Community projects for disabled persons;*
 - (viii) *Interaction between Witzenberg Municipality, Section Socio-Economic Development and Provincial Department Social Development, and*
 - (ix) *Recognising the Witzenberg Association for Persons with Disabilities as an entity and therefore requesting to be invited to Council meetings*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die versoekskrif van Witzenberg APD en Vrolike Vinkies Crèche en dat dit aanvaar word.*
- (b) *dat die Voorsitter, Raadsheer K Adams, met die Munisipale Bestuurder skakel rakende die skedules vir Gemeenskapsvergaderings soos versoek deur die Witzenberg Vereniging vir Persone met Gestremdhede en Vrolike Vinkies Crèche.*
- (c) *dat die memorandum rakende die volgende aangeleenthede ontvang vanaf die Witzenberg Vereniging vir Persone met Gestremdhede en Vrolike Vinkies Crèche, verwys word na die Munisipale Bestuurder, Direkteur: Korporatiewe Dienste en Direkteur: Tegnieese Dienste vir aandag ten opsigte van die volgende:*
 - (i) *Rolstoelvriendelike toegang tot sakepersele;*
 - (ii) *Gemerkte parkering vir gestremdes by besighede;*
 - (iii) *Openbare ablusiegeriewe vir gestremde persone;*

- (iv) *Rolstoelvriendelike toegang tot openbare vervoer;*
- (v) *Gebrek aan aanstelling van gestremdes in munisipale vakatures;*
- (vi) *Sportbyeenkomste vir gestremdes;*
- (vii) *Gemeenskapsprojekte vir gestremde persone;*
- (viii) *Interaksie tussen Witzenberg Munisipaliteit, Afdeling Sosio-Ekonomiese Ontwikkeling en Provinsiale Departement Maatskaplike Ontwikkeling, en*
- (ix) *Dat die Witzenberg Vereniging vir Persone met Gestremdhede erken word as 'n entiteit en ook uitgenooi te word na Raadsvergaderings.*

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. VERDAGING / ADJOURNMENT

The meeting adjourned at 09:40. Die vergadering verdaag om 09:40.

Approved on / Goedgekeur op **23 Julie 2020**.

ALDERMAN / RAADSHEER K ADAMS
CHAIRPERSON / VOORSITTER

/esw/

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, 27 FEBRUARY 2020 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 27 FEBRUARIE 2020 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-Mdishwa

No-Committee Members / Nie-Komiteelede

Councillor / Raadslid N Phatsoane
Councillor / Raadslid M Mdala

Officials / Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingbeampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerker Operateur)

Others / Ander

Ms Babalwa Xhamtibe (Nduli, Ceres)
Mr Thembakau Ncaphayi (Nduli, Ceres)
Mr Willem van den Heever (Bella Vista, Ceres)
Ms Marlene Isaacs (Bella Vista, Ceres)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek die Bestuurder: Behuising 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)**

An application for leave of absence from the meeting was received from Alderlady J. Phungula.

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

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadsdame J. Phungula.

Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder.

RESOLVED

- (a) *that the application for leave of absence from the meeting, received from Alderlady J. Phungula, be approved and accepted.*
- (b) *that notice be taken of the apology for absence from the meeting, received from the Municipal Manager, and same 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 kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder, en dat dit aanvaar word.*

3. **NOTULES**

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

The following minutes are attached:

- (a) Committee for Housing Matters, held on 19 November 2019: **Annexure 3.1(a)**.
- (b) Special meeting of the Committee for Housing Matters, held on 5 December 2019: **Annexure 3.1(b)**.

RESOLVED

that the following minutes be approved and signed by the Chairperson:

- (i) *Committee for Housing Matters, held on 19 November 2019.*
- (ii) *Special meeting of the Committee for Housing Matters, held on 5 December 2019.*

Die volgende notules word aangeheg:

- (a) Komitee vir Behuisingsaangeleentede, gehou op 19 November 2019: **Bylae 3.1(a)**.
- (b) Spesiale vergadering van die Komitee vir Behuisingsaangeleentede, gehou op 5 Desember 2019: **Bylae 3.1(b)**.

BESLUIT

dat die volgende notules goedgekeur en deur die Voorsitter onderteken word.

- (i) *Komitee vir Behuisingsaangeleenthede, gehou op 19 November 2019.*
- (ii) *Spesiale vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 5 Desember 2019.*

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

None / Geen

NOTED / AANGETEKEN

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

The Chairperson informed the meeting that Alderlady J. Phungula will not be able to attend the meeting as her grandchild has been admitted to the hospital in Kuils River. Questions raised by Alderlady J. Phungula in respect of Lilly Lethunta, a beneficiary of the Vredebes Housing Project, will be responded to at the next Committee meeting.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports of the Section Housing / Maandverslae van die Afdeling Behuising (9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

- (a) November 2019 **Annexure / Bylae 6.1(a)**
- (b) December / Desember 2019 **Annexure / Bylae 6.1(b)**
- (c) Januarie / January 2020 **Annexure / Bylae 6.1(c)**

The Chairperson reported that additional illegal informal structures were erected along the river in Olifant Street, Tulbagh and was informed as such by Mr S. Muller, Housing Inspector.

RESOLVED

- (a) *that the Senior Housing Officer tables a comprehensive report in respect of the new illegal informal structures erected along the river in Olifant Street, Tulbagh at the next committee meeting.*
- (b) *that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for November and December 2019 and January 2020 and, after consideration, same be accepted.*

BESLUIT

- (a) *dat die Senior Behuisingsbeampte 'n volledige verslag ter tafel lê by die eerskomende komiteevergadering ten opsigte van die nuwe onwettige informele strukture langs die rivier in Olifantstraat, Tulbagh.*
- (b) *dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslae van die Afdeling Behuisings vir November en Desember 2019 en Januarie 2020 en dat die verslae, na oorweging, aanvaar word.*

6.2 Risk Management: Second Quarter 2019/2020 Risk Management Report: Department Housing / Risiko Bestuur: Tweede Kwartaal 2019/2020 Risiko Bestuursverslag: Departement Behuisings (9/1/2/2)

This is a quarterly report / Hierdie is 'n kwartaallikse verslag.

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

8.1 Housing: Approval of allocations for Vredebes Housing Project / Behuising: Goedkeuring vir
toekennings vir Vredebes Behuisingsprojek
(17/04/R)

A memorandum from the Manager: Housing, dated 25 February 2020, is attached as **annexure 8.1**.

'n Memorandum vanaf die Bestuurder: Behuising, gedateer 25 Februarie 2020, word ingebind as
bylae 8.1.

RESOLVED

- (a) *that the list of the thirty (30) beneficiaries as per attached annexure 8.1 be approved for allocation for the Vredebes Housing Project.*
- (b) *that beneficiary number 24, Ms Sophia Booysen, marked in red as per annexure 8.1, not be approved.*
- (c) *that the Senior Housing Officer informs beneficiary number 2 on the waiting list, Ms Noninsi Amelia Siko, in writing that before her house will be handed over, her shack needs to be demolished on site B10, Nduli, Ceres.*

BESLUIT

- (a) *dat die lys van die dertig (30) begunstigdes soos aangeheg as aanhangsel 8.1 goedgekeur word vir toekenning vir die Vredebes Behuisingsprojek.*
- (b) *dat begunstigde nommer 24, me Sophia Booysen, gemerk in rooi soos per aanhangsel 8.1, nie goedgekeur word nie.*
- (c) *dat die Senior Behuisingsbeampte begunstigde nommer 2 op die waglys, me Noninisi Amelia Siko, skriftelik inlig dat voordat die huis aan haar toegeken word, sy die hokkie op perseel B10, Nduli, Ceres, afbreek.*

9. 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 BANQUET HALL, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 20 MARCH 2020 AT 09:00

NOTULE VAN DIE SPESIALE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP VRYDAG, 20 MAART 2020 OM 09:00 IN DIE BANKETSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid E Sidego (Chairperson / Voorsitter)
Alderslady / Raadsdame J Phungula
Councillor / Raadslid Z Mzauziwa-Mdishwa

Officials / Amptenare

Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)

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)

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

Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder.

RESOLVED

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

BESLUIT

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

3. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-in-KOMITEE



Monthly Budget Statement Report Section 71 for October 2019

**Financial data is in respect of the period
1 July 2019 to 30 October 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.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 11.2 million.

The monthly billing was also done as scheduled and during this process 12 669 accounts amounting to R 26.6 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.4 million.

The indigent cost to the municipality for the month amounts to R 1.7 million. The number of indigent households is increasing due to the policy amendments approved by council

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 88%.

The municipality issued orders to the value of R 15 million of which R 0.7 million was in terms of deviations.

The municipality currently has R 41 million in its primary bank account and investments to the value of R80 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of October 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 11.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 669 rekeninge ten bedrae van R 26.6 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.4 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen. Die aantal goedgekeurde huishoudings is aan die toeneem as gevolg van die veranderinge aan die beleid.

Die opgehoopte debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 88%

Bestellings ter waarde van R 15 miljoen uitgereik, waarvan R 0.7 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 41 miljoen in die primêre bankrekening en beleggings ter waarde van R 80 miljoen.

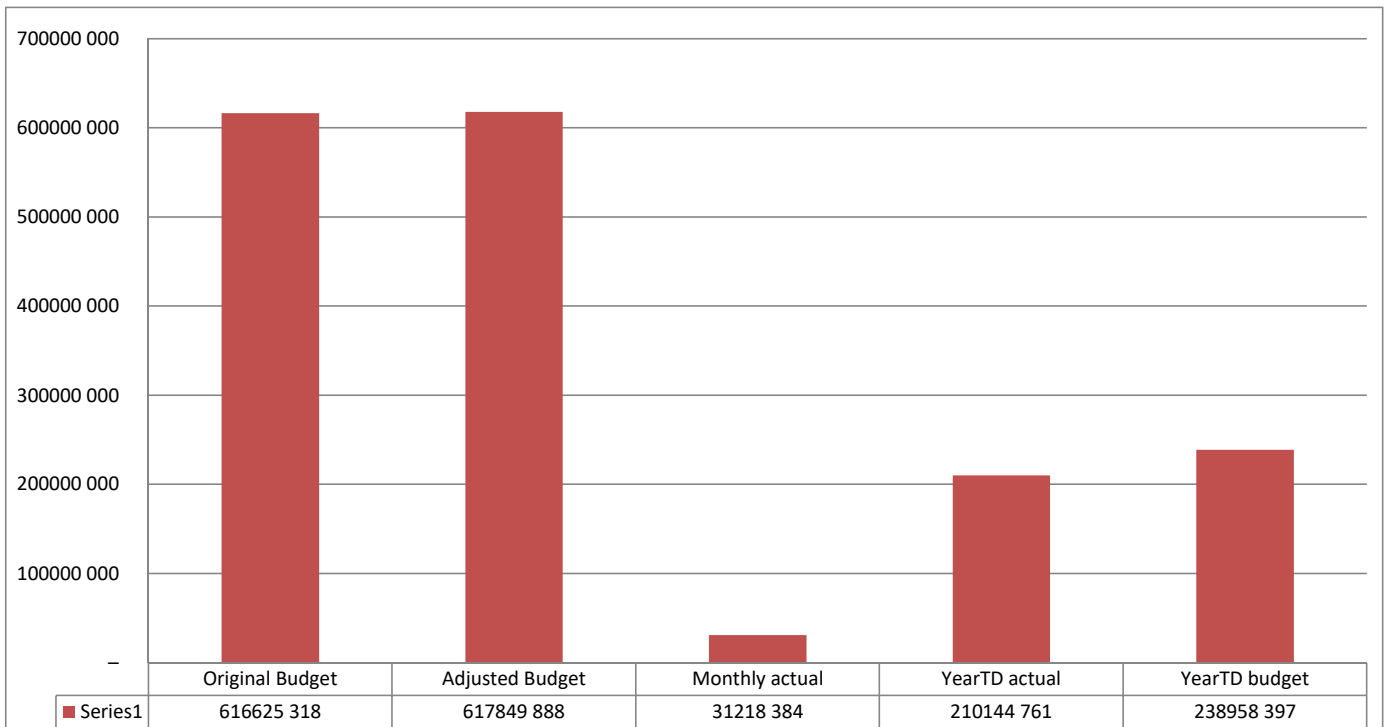
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Oktober 2019 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

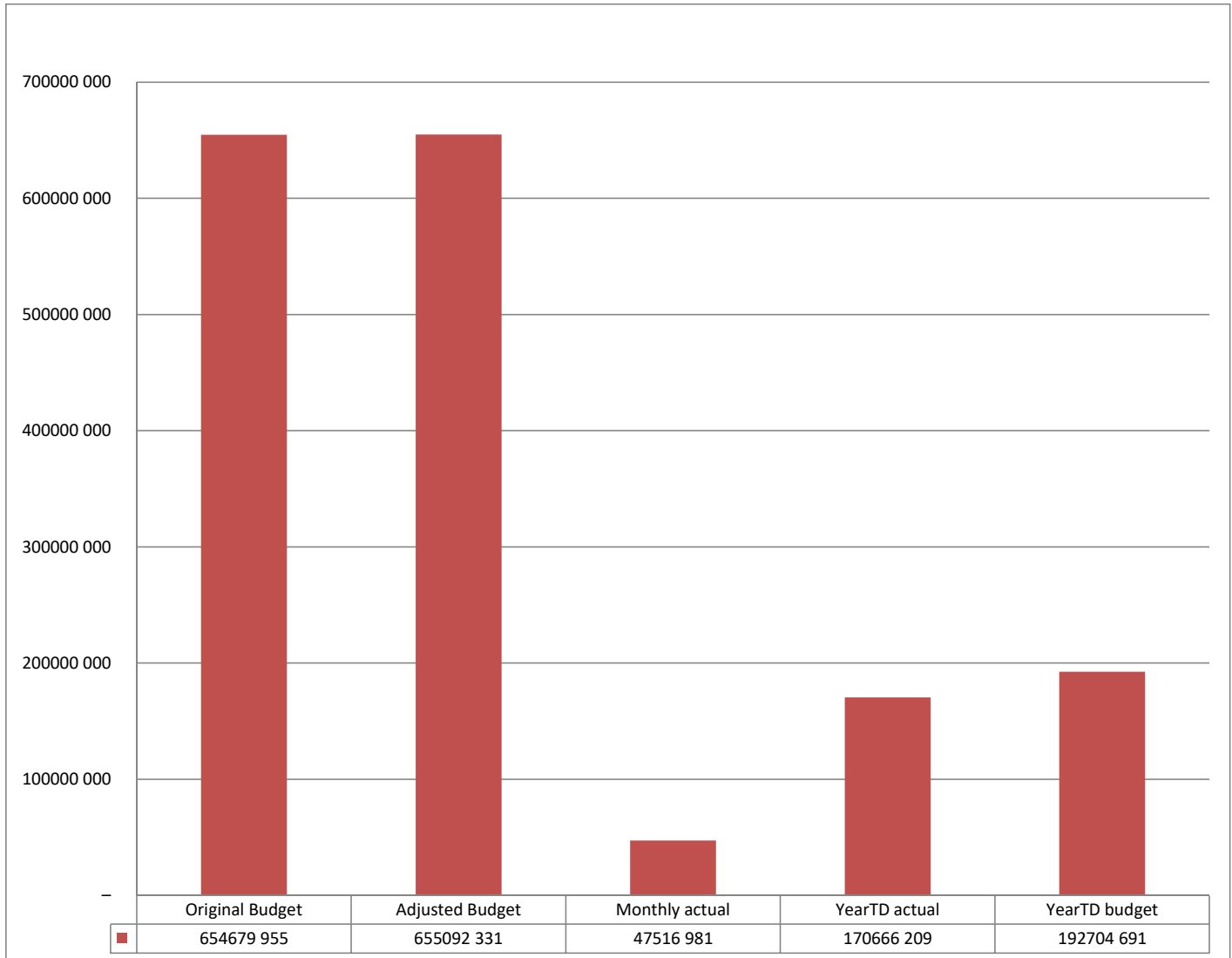
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 31 October 2019, 34.01% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 31 Oktober 2019, is 34.01% van die begrote operasionele inkomste gehêf.

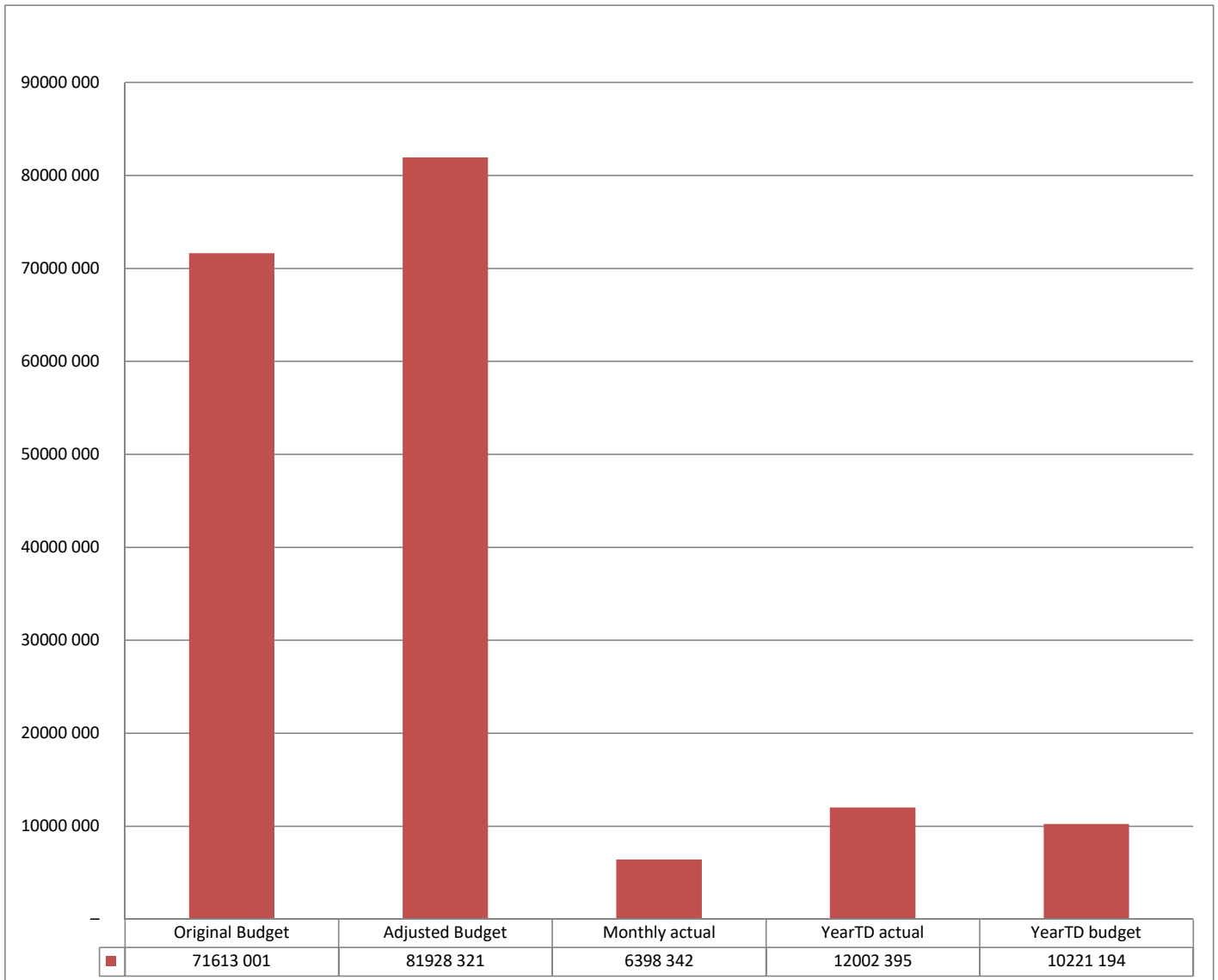
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 31 October 2019, 26.05% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 31 Oktober 2019, is 26.05% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 31 October 2019, 14.65% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 31 Oktober 2019, is 14.65% van die begrote kapitale uitgawes aangegaan.

There is currently also R 11.6 million on order for capital expenditure.

Daar is tans ook R 11.6 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 October 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M04 October

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	-	72 282	72 282	3 427	46 544	51 182	(4 639)	-9%	72 282
Service charges	-	346 953	346 953	24 092	112 889	121 479	(8 590)	-7%	346 953
Investment revenue	-	8 695	8 695	700	1 835	2 898	(1 063)	-37%	8 695
Transfers recognised - operational	-	138 467	138 827	-	38 959	46 276	(7 317)	-16%	138 827
Other own revenue	-	50 229	51 093	2 999	9 919	17 123	(7 204)	-42%	51 093
transfers and contributions)	-	616 625	617 850	31 218	210 145	238 958	(28 814)	-12%	617 850
Employee costs	-	192 524	193 218	16 549	63 434	74 476	(11 042)	-15%	193 218
Remuneration of Councillors	-	11 459	11 459	794	3 176	3 223	(47)	-1%	11 459
Depreciation & asset impairment	-	45 590	45 590	2	3	1 328	(1 325)	-100%	45 590
Finance charges	-	8 840	8 840	-	40	299	(258)	-87%	8 840
Materials and bulk purchases	-	246 765	244 791	14 759	68 000	69 996	(1 996)	-3%	244 791
Transfers and grants	-	30 962	30 932	2 792	6 967	10 325	(3 358)	-33%	30 932
Other expenditure	-	118 540	120 262	12 621	29 046	33 059	(4 013)	-12%	120 262
Total Expenditure	-	654 680	655 092	47 517	170 666	192 705	(22 038)	-11%	655 092
Surplus/(Deficit)	-	(38 055)	(37 242)	(16 299)	39 479	46 254	(6 775)	-15%	(37 242)
Transfers recognised - capital	-	44 178	52 135	-	-	17 378	(17 378)	-100%	52 135
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	-	6 123	14 892	(16 299)	39 479	63 632	(24 153)	-38%	14 892
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	-	6 123	14 892	(16 299)	39 479	63 632	(24 153)	-38%	14 892
Capital expenditure & funds sources									
Capital expenditure	-	71 613	81 928	6 398	12 002	10 221	1 781	17%	81 928
Capital transfers recognised	-	45 678	52 135	1 345	3 292	4 180	(888)	-21%	52 135
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	-	25 935	29 794	5 053	8 710	6 041	2 670	44%	29 794
Total sources of capital funds	-	71 613	81 928	6 398	12 002	10 221	1 781	17%	81 928
Financial position									
Total current assets	-	156 835	156 835		211 582				211 582
Total non current assets	-	978 519	978 519		978 721				978 721
Total current liabilities	-	115 487	115 487		89 293				89 293
Total non current liabilities	-	155 245	155 245		158 067				158 067
Community wealth/Equity	-	864 621	864 621		942 942				942 942
Cash flows									
Net cash from (used) operating	-	70 001	70 001	(4 803)	32 645	17 500	15 145	87%	70 001
Net cash from (used) investing	-	(71 613)	(71 613)	(7 026)	(14 501)	(17 903)	3 402	-19%	(71 613)
Net cash from (used) financing	-	(500)	(500)	(18)	(2)	(125)	123	-99%	(2)
end	-	89 164	89 164	-	112 404	90 747	21 657	24%	92 650
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	35 294	15 154	4 258	3 244	2 789	2 788	15 692	123 773	202 992
Creditors Age Analysis									
Total Creditors	1 600	27	-	-	-	-	-	-	1 627

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) - M04 October

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	-	95 002	95 966	5 136	50 974	59 077	(8 103)	-14%	95 969
Finance and administration	-	95 002	95 966	5 136	50 972	59 077	(8 105)	-14%	95 966
<i>Community and public safety</i>	-	156 525	156 925	691	41 045	52 308	(11 264)	-22%	156 925
Community and social services	-	105 912	106 312	79	39 056	35 437	3 618	10%	106 312
Sport and recreation	-	20 394	20 394	604	1 954	6 798	(4 844)	-71%	20 394
Public safety	-	728	728	-	3	243	(240)	-99%	728
Housing	-	29 492	29 492	8	32	9 831	(9 798)	-100%	29 492
<i>Economic and environmental services</i>	-	34 264	35 580	523	2 104	11 952	(9 848)	-82%	35 580
Planning and development	-	3 669	3 669	79	404	1 223	(819)	-67%	3 669
Road transport	-	30 057	31 214	445	1 699	10 497	(8 798)	-84%	31 214
Environmental protection	-	538	698	-	1	233	(232)	-100%	698
<i>Trading services</i>	-	374 903	381 404	24 866	115 938	132 962	(17 025)	-13%	381 404
Energy sources	-	267 273	267 273	16 860	82 766	90 154	(7 388)	-8%	267 273
Water management	-	56 021	61 782	3 587	13 706	22 019	(8 314)	-38%	61 782
Waste water management	-	26 404	26 404	2 085	10 222	11 980	(1 758)	-15%	26 404
Waste management	-	25 206	25 945	2 335	9 244	8 810	434	5%	25 945
Total Revenue - Functional	-	660 803	669 985	31 218	210 145	256 337	(46 192)	-18%	669 987
Expenditure - Functional									
<i>Governance and administration</i>	-	120 995	122 877	12 418	36 827	37 761	(934)	-2%	122 877
Executive and council	-	28 588	28 728	2 232	7 125	8 378	(1 253)	-15%	28 728
Finance and administration	-	90 177	91 919	9 995	28 838	28 455	383	1%	91 919
Internal audit	-	2 230	2 230	192	863	928	(65)	-7%	2 230
<i>Community and public safety</i>	-	99 678	97 403	7 820	24 601	33 082	(8 481)	-26%	97 403
Community and social services	-	26 589	26 564	2 202	7 331	9 330	(1 999)	-21%	26 564
Sport and recreation	-	28 548	27 423	2 064	7 086	9 244	(2 158)	-23%	27 423
Public safety	-	9 416	9 371	619	2 329	3 162	(833)	-26%	9 371
Housing	-	35 126	34 045	2 934	7 855	11 347	(3 492)	-31%	34 045
<i>Economic and environmental services</i>	-	69 890	70 940	4 417	15 550	21 664	(6 114)	-28%	70 940
Planning and development	-	11 868	11 888	629	3 145	4 071	(926)	-23%	11 888
Road transport	-	55 632	56 503	3 680	12 152	16 751	(4 599)	-27%	56 503
Environmental protection	-	2 390	2 550	108	253	842	(589)	-70%	2 550
<i>Trading services</i>	-	363 203	362 958	22 649	93 262	99 760	(6 498)	-7%	362 958
Energy sources	-	260 127	259 824	15 328	70 039	73 918	(3 879)	-5%	259 824
Water management	-	28 971	29 256	2 537	7 788	8 168	(381)	-5%	29 256
Waste water management	-	31 759	31 314	2 156	6 746	7 248	(502)	-7%	31 314
Waste management	-	42 346	42 564	2 628	8 689	10 426	(1 736)	-17%	42 564
<i>Other</i>	-	914	914	213	427	438	(11)	-2%	914
Total Expenditure - Functional	-	654 680	655 092	47 517	170 666	192 705	(22 038)	-11%	655 092
Surplus/ (Deficit) for the year	-	6 123	14 892	(16 299)	39 479	63 632	(24 153)		14 895

WC022 Witzberg - Supporting Table C2 Material variance explanations - M04 October

Ref	Description	Value of Variance	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
	R thousands				
1	Revenue - Functional				
	<i>Governance and administration</i>				
	Finance and administration	(8 105)	-14%	Fines Revenue recognised on an annual basis	
	<i>Community and public safety</i>				
	Community and social services	3 618	10%	Library Revenue recognised on an annual basis	
	Sport and recreation	(4 844)	-71%	Slow spending on capital resulting in lower revenue being recognised	
	Public safety	240	-99%	Variance is immaterial.	
	Housing	9 798	-100%	Slow spending on capital resulting in lower revenue being recognised	
	<i>Economic and environmental services</i>				
	Planning and development	(819)	-67%	Variance is immaterial.	
	Road transport	(8 798)	-84%	Slow spending on capital resulting in lower revenue being recognised	
	Environmental protection	(232)	-100%	Variance is immaterial.	
	<i>Trading services</i>				
	Energy sources	(7 388)	-8%	Slow spending on capital resulting in lower revenue being recognised	
	Water management	(8 314)	-38%	Slow spending on capital resulting in lower revenue being recognised	
	Waste water management	(1 758)	-15%	Slow spending on capital resulting in lower revenue being recognised	
	Waste management	434	5%	Variance is immaterial.	
2	Expenditure - Functional				
	<i>Governance and administration</i>				
	Executive and council	(1 253)	-15%	Variance is immaterial.	
	Finance and administration	383	1%	Variance is immaterial.	
	Internal audit	(65)	-7%	Variance is immaterial.	
	<i>Community and public safety</i>				
	Community and social services	(1 999)	-21%	Variance is immaterial.	
	Sport and recreation	(2 158)	-23%	Variance is immaterial.	
	Public safety	(833)	-26%	Variance is immaterial.	
	Housing	(3 492)	-31%	Delay in expenditure with regards to Top-Structures	
	<i>Economic and environmental services</i>				
	Planning and development	(926)	-23%	Variance is immaterial.	
	Road transport	(4 599)	-27%	Depreciation runs on road infrastructure done annually.	
	Environmental protection	(589)	-70%	Variance is immaterial.	
	<i>Trading services</i>				
	Energy sources	(3 879)	-5%	Variance is immaterial.	
	Water management	(381)	-5%	Variance is immaterial.	
	Waste water management	(502)	-7%	Variance is immaterial.	
	Waste management	(1 736)	-17%	Depreciation runs on waste management infrastructure done annually.	
	<i>Other</i>	(11)	-2%	Variance is immaterial.	
3	Capital Expenditure				
	Financial Position				
4	Financial Position				
			-		
			-		
	Cash Flow		-		
5	Cash Flow				
	Measureable performance		-		
			-		
	Municipal Entities		-		
6	Measureable performance				
			-		
			-		
			-		
7	Municipal Entities				
			-		
			-		
			-		
			-		

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) - M04 October

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Revenue - Functional									
<i>Municipal governance and administration</i>	-	95 002	95 966	5 136	50 974	59 077	(8 103)	-14%	95 969
Finance and administration	-	95 002	95 966	5 136	50 972	59 077	(8 105)	-14%	95 966
<i>Administrative and Corporate Support</i>	-	9	9	-	-	3	(3)	-100%	9
<i>Budget and Treasury Office</i>	-	-	-	-	-	-	-		-
<i>Finance</i>	-	94 446	95 311	5 034	50 857	58 859	(8 001)	-14%	95 311
<i>Human Resources</i>	-	526	526	95	95	175	(80)	-46%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	-	4	104	-	-	35	(35)	-100%	104
<i>Supply Chain Management</i>	-	17	17	7	19	6	13	236%	17
<i>Community and public safety</i>	-	156 525	156 925	691	41 045	52 308	(11 264)	-22%	156 925
Community and social services	-	105 912	106 312	79	39 056	35 437	3 618	10%	106 312
<i>Aged Care</i>	-	95 119	95 119	-	38 801	31 706	7 094	22%	95 119
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	-	222	222	21	88	74	14	19%	222
<i>Community Halls and Facilities</i>	-	863	863	50	137	288	(151)	-52%	863
<i>Libraries and Archives</i>	-	9 707	10 107	7	30	3 369	(3 339)	-99%	10 107
Sport and recreation	-	20 394	20 394	604	1 954	6 798	(4 844)	-71%	20 394
<i>Recreational Facilities</i>	-	7 299	7 299	598	1 930	2 433	(503)	-21%	7 299
<i>Sports Grounds and Stadiums</i>	-	13 095	13 095	6	24	4 365	(4 341)	-99%	13 095

Description	2018/19	Budget Year 2019/20						Full Year Forecast	
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Public safety	–	728	728	–	3	243	(240)	-99%	728
<i>Fire Fighting and Protection</i>	–	728	728	–	3	243	(240)	-99%	728
Housing	–	29 492	29 492	8	32	9 831	(9 798)	-100%	29 492
<i>Housing</i>	–	29 492	29 492	8	32	9 831	(9 798)	-100%	29 492
<i>Economic and environmental services</i>	–	34 264	35 580	523	2 104	11 952	(9 848)	-82%	35 580
Planning and development	–	3 669	3 669	79	404	1 223	(819)	-67%	3 669
<i>Economic Development/Planning</i>	–	250	250	–	–	83	(83)	-100%	250
<i>Town Planning, Building Regulations and Enforcemen</i>	–	2 793	2 793	79	404	931	(527)	-57%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	209	(209)	-100%	626
Road transport	–	30 057	31 214	445	1 699	10 497	(8 798)	-84%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	–	23 720	23 720	445	1 699	7 999	(6 300)	-79%	23 720
<i>Roads</i>	–	6 337	7 493	–	–	2 498	(2 498)	-100%	7 493
Environmental protection	–	538	698	–	1	233	(232)	-100%	698
<i>Biodiversity and Landscape</i>	–	538	698	–	1	233	(232)	-100%	698
<i>Trading services</i>	–	374 903	381 404	24 866	115 938	132 962	(17 025)	-13%	381 404
Energy sources	–	267 273	267 273	16 860	82 766	90 154	(7 388)	-8%	267 273
<i>Electricity</i>	–	266 452	266 452	16 860	82 766	89 880	(7 114)	-8%	266 452
<i>Street Lighting and Signal Systems</i>	–	821	821	–	–	274	(274)	-100%	821
Water management	–	56 021	61 782	3 587	13 706	22 019	(8 314)	-38%	61 782
<i>Water Distribution</i>	–	56 021	61 782	3 587	13 706	22 019	(8 314)	-38%	61 782
Waste water management	–	26 404	26 404	2 085	10 222	11 980	(1 758)	-15%	26 404
<i>Sewerage</i>	–	23 012	23 012	2 085	10 222	10 849	(627)	-6%	23 012
<i>Storm Water Management</i>	–	3 391	3 391	–	–	1 130	(1 130)	-100%	3 391
Waste management	–	25 206	25 945	2 335	9 244	8 810	434	5%	25 945
<i>Solid Waste Removal</i>	–	25 206	25 945	2 335	9 244	8 810	434	5%	25 945
Total Revenue - Functional	–	660 803	669 985	31 218	210 145	256 337	(46 192)	-18%	669 987

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M04 October

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Expenditure - Functional									
<i>Municipal governance and administration</i>	-	120 995	122 877	12 418	36 827	37 761	(934)	-2%	122 877
Executive and council	-	28 588	28 728	2 232	7 125	8 378	(1 253)	-15%	28 728
<i>Mayor and Council</i>	-	18 767	18 686	1 109	4 409	4 801	(392)	-8%	18 686
<i>Municipal Manager, Town Secretary and Chief Execut</i>	-	9 822	10 043	1 123	2 716	3 577	(861)	-24%	10 043
Finance and administration	-	90 177	91 919	9 995	28 838	28 455	383	1%	91 919
<i>Administrative and Corporate Support</i>	-	8 615	10 018	1 560	4 939	3 033	1 906	63%	10 018
<i>Asset Management</i>	-	4 392	4 392	2	137	1 690	(1 552)	-92%	4 392
<i>Budget and Treasury Office</i>	-	-	-	-	-	-	-	-	-
<i>Finance</i>	-	33 713	33 703	4 023	9 385	9 618	(233)	-2%	33 703
<i>Fleet Management</i>	-	2 796	2 796	262	915	818	97	12%	2 796
<i>Human Resources</i>	-	19 972	19 949	1 941	7 338	6 894	444	6%	19 949
<i>Information Technology</i>	-	3 719	3 719	1 076	1 609	1 044	565	54%	3 719
<i>Legal Services</i>	-	1 780	1 880	125	791	792	(1)	0%	1 880
<i>Marketing, Customer Relations, Publicity and Media</i>	-	3 630	3 775	293	1 190	1 366	(175)	-13%	3 775
<i>Property Services</i>	-	3 489	3 489	48	194	312	(118)	-38%	3 489
<i>Risk Management</i>	-	421	421	-	-	162	(162)	-100%	421
<i>Supply Chain Management</i>	-	5 970	6 215	640	2 243	2 025	218	11%	6 215
<i>Valuation Service</i>	-	1 680	1 563	24	97	702	(605)	-86%	1 563
Internal audit	-	2 230	2 230	192	863	928	(65)	-7%	2 230
<i>Governance Function</i>	-	2 230	2 230	192	863	928	(65)	-7%	2 230
Community and public safety	-	99 678	97 403	7 820	24 601	33 082	(8 481)	-26%	97 403
Community and social services	-	26 589	26 564	2 202	7 331	9 330	(1 999)	-21%	26 564
<i>Aged Care</i>	-	4 296	4 267	628	1 386	1 354	31	2%	4 267
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	-	3 317	3 317	267	983	1 149	(167)	-14%	3 317
<i>Child Care Facilities</i>	-	819	823	3	6	321	(316)	-98%	823
<i>Community Halls and Facilities</i>	-	6 080	6 080	449	1 736	2 207	(472)	-21%	6 080
<i>Disaster Management</i>	-	47	47	2	13	4	9	208%	47
<i>Education</i>	-	705	705	1	1	272	(272)	-100%	705
<i>Libraries and Archives</i>	-	11 324	11 324	851	3 208	4 021	(814)	-20%	11 324
Sport and recreation	-	28 548	27 423	2 064	7 086	9 244	(2 158)	-23%	27 423
<i>Community Parks (including Nurseries)</i>	-	6 763	6 763	568	2 104	2 032	72	4%	6 763
<i>Recreational Facilities</i>	-	16 797	15 673	1 144	3 661	5 425	(1 765)	-33%	15 673
<i>Sports Grounds and Stadiums</i>	-	4 988	4 988	353	1 322	1 787	(465)	-26%	4 988
Public safety	-	9 416	9 371	619	2 329	3 162	(833)	-26%	9 371
<i>Fire Fighting and Protection</i>	-	9 416	9 371	619	2 329	3 162	(833)	-26%	9 371
Housing	-	35 126	34 045	2 934	7 855	11 347	(3 492)	-31%	34 045
<i>Housing</i>	-	33 431	32 331	2 923	7 801	10 689	(2 888)	-27%	32 331
<i>Informal Settlements</i>	-	1 695	1 715	11	54	658	(604)	-92%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
Economic and environmental services	–	69 890	70 940	4 417	15 550	21 664	(6 114)	-28%	70 940
Planning and development	–	11 868	11 888	629	3 145	4 071	(926)	-23%	11 888
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	–	2 182	2 182	130	508	668	(159)	-24%	2 182
<i>Economic Development/Planning</i>	–	2 227	2 247	(9)	735	726	9	1%	2 247
<i>Town Planning, Building Regulations and Enforcement</i>	–	4 920	4 920	371	1 355	1 802	(446)	-25%	4 920
<i>Project Management Unit</i>	–	2 538	2 538	137	546	875	(329)	-38%	2 538
Road transport	–	55 632	56 503	3 680	12 152	16 751	(4 599)	-27%	56 503
<i>Police Forces, Traffic and Street Parking Control</i>	–	31 101	30 815	1 660	6 507	10 120	(3 613)	-36%	30 815
<i>Roads</i>	–	24 531	25 688	2 020	5 645	6 631	(986)	-15%	25 688
Environmental protection	–	2 390	2 550	108	253	842	(589)	-70%	2 550
<i>Biodiversity and Landscape</i>	–	2 390	2 550	108	253	842	(589)	-70%	2 550
<i>Pollution Control</i>	–	–	–	–	–	–	–		–
Trading services	–	363 203	362 958	22 649	93 262	99 760	(6 498)	-7%	362 958
Energy sources	–	260 127	259 824	15 328	70 039	73 918	(3 879)	-5%	259 824
<i>Electricity</i>	–	257 067	257 000	15 031	69 068	72 578	(3 510)	-5%	257 000
<i>Street Lighting and Signal Systems</i>	–	3 060	2 825	297	971	1 340	(369)	-28%	2 825
Water management	–	28 971	29 256	2 537	7 788	8 168	(381)	-5%	29 256
<i>Water Treatment</i>	–	1 557	1 557	2	10	600	(590)	-98%	1 557
<i>Water Distribution</i>	–	24 063	24 048	2 482	6 492	6 366	126	2%	24 048
<i>Water Storage</i>	–	3 351	3 651	53	1 286	1 202	84	7%	3 651
Waste water management	–	31 759	31 314	2 156	6 746	7 248	(502)	-7%	31 314
<i>Public Toilets</i>	–	1 710	1 710	123	477	608	(131)	-22%	1 710
<i>Sewerage</i>	–	21 855	21 400	1 513	4 374	4 399	(25)	-1%	21 400
<i>Storm Water Management</i>	–	5 720	5 720	520	1 893	1 289	604	47%	5 720
<i>Waste Water Treatment</i>	–	2 475	2 485	–	2	952	(950)	-100%	2 485
Waste management	–	42 346	42 564	2 628	8 689	10 426	(1 736)	-17%	42 564
<i>Solid Waste Disposal (Landfill Sites)</i>	–	16 543	16 539	211	1 052	1 749	(697)	-40%	16 539
<i>Solid Waste Removal</i>	–	24 478	24 699	2 269	7 031	8 167	(1 136)	-14%	24 699
<i>Street Cleaning</i>	–	1 325	1 325	148	607	511	96	19%	1 325
Other	–	914	914	213	427	438	(11)	-2%	914
Licensing and Regulation	–	60	60	–	–	11	(11)	-100%	60
Tourism	–	854	854	213	427	427	0	0%	854
Total Expenditure - Functional	–	654 680	655 092	47 517	170 666	192 705	(22 038)	-11%	655 092
Surplus/ (Deficit) for the year	–	6 123	14 892	(16 299)	39 479	63 632	(24 153)	-38%	14 895

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) - M04 October

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	-	91 210	92 074	4 870	50 169	57 780	(7 611)	-13,2%	92 074
Vote 2 - Community Services	-	181 732	182 292	1 153	42 890	60 856	(17 966)	-29,5%	182 292
Vote 3 - Corporate Services	-	539	639	95	98	213	(115)	-54,2%	639
Vote 4 - Technical Services	-	385 828	393 486	25 069	116 825	136 990	(20 165)	-14,7%	393 486
Vote 5 - Muncipal Manager	-	1 495	1 495	31	164	498	(335)	-67,2%	1 495
Total Revenue by Vote	-	660 803	669 985	31 218	210 145	256 337	(46 192)	-18,0%	669 985
Vote 1 - Financial Services	-	47 139	47 257	4 722	11 990	14 561	(2 571)	-17,7%	47 257
Vote 2 - Community Services	-	136 762	134 380	9 562	32 042	45 281	(13 239)	-29,2%	134 380
Vote 3 - Corporate Services	-	61 026	62 479	6 599	20 972	18 623	2 349	12,6%	62 479
Vote 4 - Technical Services	-	397 201	398 124	25 621	101 904	109 695	(7 791)	-7,1%	398 124
Vote 5 - Muncipal Manager	-	12 551	12 851	1 014	3 758	4 544	(786)	-17,3%	12 851
Total Expenditure by Vote	-	654 680	655 092	47 517	170 666	192 705	(22 038)	-11,4%	655 092
Surplus/ (Deficit) for the year	-	6 123	14 892	(16 299)	39 479	63 632	(24 153)	-38,0%	14 892

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) - M04 October

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	-	72 282	72 282	3 427	46 544	51 182	(4 639)	-9%	72 282
Service charges - electricity revenue	-	265 119	265 119	16 880	82 823	89 436	(6 613)	-7%	265 119
Service charges - water revenue	-	35 901	35 901	3 187	12 110	13 392	(1 283)	-10%	35 901
Service charges - sanitation revenue	-	22 085	22 085	1 926	9 620	10 540	(920)	-9%	22 085
Service charges - refuse revenue	-	23 849	23 849	2 099	8 336	8 111	225	3%	23 849
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	-	7 567	7 567	456	1 628	2 522	(894)	-35%	7 567
Interest earned - external investments	-	8 695	8 695	700	1 835	2 898	(1 063)	-37%	8 695
Interest earned - outstanding debtors	-	7 891	7 891	1 394	4 563	2 630	1 932	73%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	-	19 482	19 482	9	32	6 586	(6 554)	-100%	19 482
Licences and permits	-	165	165	82	419	55	364	664%	165
Agency services	-	5 420	5 420	360	1 335	1 807	(472)	-26%	5 420
Transfers recognised - operational	-	138 467	138 827	-	38 959	46 276	(7 317)	-16%	138 827
Other revenue	-	9 704	10 568	698	1 942	3 523	(1 581)	-45%	10 568
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	-	616 625	617 850	31 218	210 145	238 958	(28 814)	-12%	617 850
Expenditure By Type									
Employee related costs	-	192 524	193 218	16 549	63 434	74 476	(11 042)	-15%	193 218
Remuneration of councillors	-	11 459	11 459	794	3 176	3 223	(47)	-1%	11 459
Debt impairment	-	33 613	33 613	3 197	4 435	11 204	(6 769)	-60%	33 613
Depreciation & asset impairment	-	45 590	45 590	2	3	1 328	(1 325)	-100%	45 590
Finance charges	-	8 840	8 840	-	40	299	(258)	-87%	8 840
Bulk purchases	-	229 196	229 196	13 305	63 457	65 432	(1 976)	-3%	229 196
Other materials	-	17 569	15 594	1 453	4 544	4 564	(20)	0%	15 594
Contracted services	-	43 731	44 811	4 133	12 201	11 748	453	4%	44 811
Transfers and grants	-	30 962	30 932	2 792	6 967	10 325	(3 358)	-33%	30 932
Other expenditure	-	41 196	41 838	5 290	12 410	10 106	2 304	23%	41 838
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	-	654 680	655 092	47 517	170 666	192 705	(22 038)	-11%	655 092
Surplus/(Deficit)	-	(38 055)	(37 242)	(16 299)	39 479	46 254	(6 775)	(0)	(37 242)
Transfers recognised - capital	-	44 178	52 135	-	-	17 378	(17 378)	(0)	52 135
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	-	6 123	14 892	(16 299)	39 479	63 632			14 892
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	-	6 123	14 892	(16 299)	39 479	63 632			14 892
Surplus/ (Deficit) for the year	-	6 123	14 892	(16 299)	39 479	63 632			14 892

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) - M04 October

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	-	3 106	3 106	-	-	835	(835)	-100%	3 106
Vote 4 - Technical Services	-	33 049	38 810	1 738	5 149	3 049	2 100	69%	38 810
Total Capital Multi-year expenditure	-	36 155	41 916	1 738	5 149	3 884	1 265	33%	41 916
Single Year expenditure appropriation									
Vote 1 - Financial Services	-	80	80	4	8	1	7	799%	80
Vote 2 - Community Services	-	15 992	16 800	14	588	1 384	(796)	-58%	16 800
Vote 3 - Corporate Services	-	3 380	4 582	5	310	795	(485)	-61%	4 582
Vote 4 - Technical Services	-	15 950	18 495	4 638	5 947	4 157	1 790	43%	18 495
Vote 5 - Muncipal Manager	-	56	56	-	-	-	-		56
Total Capital single-year expenditure	-	35 458	40 012	4 661	6 854	6 337	516	8%	40 012
Total Capital Expenditure	-	71 613	81 928	6 398	12 002	10 221	1 781	17%	81 928

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M04 October

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	-	2 700	4 218	718	795	650	145	22%	4 218
Executive and council	-	150	165	11	22	38	(17)	-43%	165
Finance and administration	-	2 550	4 053	707	773	611	162	26%	4 053
<i>Community and public safety</i>	-	18 572	19 372	11	555	2 071	(1 516)	-73%	19 372
Community and social services	-	4 190	5 090	11	95	967	(872)	-90%	5 090
Sport and recreation	-	13 461	13 360	-	460	864	(404)	-47%	13 360
Public safety	-	922	922	-	-	241	(241)	-100%	922
Housing	-	-	-	-	-	-	-	-	-
<i>Economic and environmental service.</i>	-	13 808	13 816	3 716	5 150	3 378	1 772	52%	13 816
Planning and development	-	26	138	1	29	2	27	1796%	138
Road transport	-	13 782	13 679	3 715	5 121	3 376	1 745	52%	13 679
Environmental protection	-	-	-	-	-	-	-	-	-
<i>Trading services</i>	-	36 533	44 522	1 953	5 503	4 123	1 380	33%	44 522
Energy sources	-	8 700	8 700	656	2 543	2 083	459	22%	8 700
Water management	-	19 581	26 544	4	343	1 137	(794)	-70%	26 544
Waste water management	-	7 241	7 341	1 293	2 618	183	2 434	1328%	7 341
Waste management	-	1 010	1 937	-	-	719	(719)	-100%	1 937
Total Capital Expenditure - Standard Classification	-	71 613	81 928	6 398	12 002	10 221	1 781	17%	81 928
Funded by:									
National Government	-	38 506	44 267	1 345	3 292	1 558	1 734	111%	44 267
Provincial Government	-	6 672	7 072	-	-	2 357	(2 357)	-100%	7 072
District Municipality	-	500	500	-	-	167	(167)	-100%	500
Transfers recognised - capital	-	45 678	52 135	1 345	3 292	4 180	(888)	-21%	52 135
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	-	25 935	29 794	5 053	8 710	6 041	2 670	44%	29 794
Total Capital Funding	-	71 613	81 928	6 398	12 002	10 221	1 781	17%	81 928

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M04 October

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash	-	89 164	89 164	32 404	32 404
Call investment deposits	-	-	-	80 000	80 000
Consumer debtors	-	29 579	29 579	83 952	83 952
Other debtors	-	26 690	26 690	5 183	5 183
Current portion of long-term receivables	-	-	-	-	-
Inventory	-	11 402	11 402	10 043	10 043
Total current assets	-	156 835	156 835	211 582	211 582
Non current assets					
Long-term receivables	-	-	-	-	-
Investments	-	-	-	-	-
Investment property	-	45 660	45 660	44 492	44 492
Investments in Associate	-	-	-	-	-
Property, plant and equipment	-	929 659	929 659	931 650	931 650
Agricultural	-	-	-	-	-
Biological assets	-	-	-	-	-
Intangible assets	-	2 650	2 650	2 030	2 030
Other non-current assets	-	550	550	550	550
Total non current assets	-	978 519	978 519	978 721	978 721
TOTAL ASSETS	-	1 135 353	1 135 353	1 190 303	1 190 303
LIABILITIES					
Current liabilities					
Bank overdraft	-	-	-	-	-
Borrowing	-	-	-	1 518	1 518
Consumer deposits	-	6 418	6 418	7 476	7 476
Trade and other payables	-	69 191	69 191	54 419	54 419
Provisions	-	39 877	39 877	25 880	25 880
Total current liabilities	-	115 487	115 487	89 293	89 293
Non current liabilities					
Borrowing	-	675	675	4 704	4 704
Provisions	-	154 570	154 570	153 363	153 363
Total non current liabilities	-	155 245	155 245	158 067	158 067
TOTAL LIABILITIES	-	270 732	270 732	247 361	247 361
NET ASSETS	-	864 621	864 621	942 942	942 942
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	-	854 266	854 266	932 587	932 587
Reserves	-	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	-	864 621	864 621	942 942	942 942

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M04 October

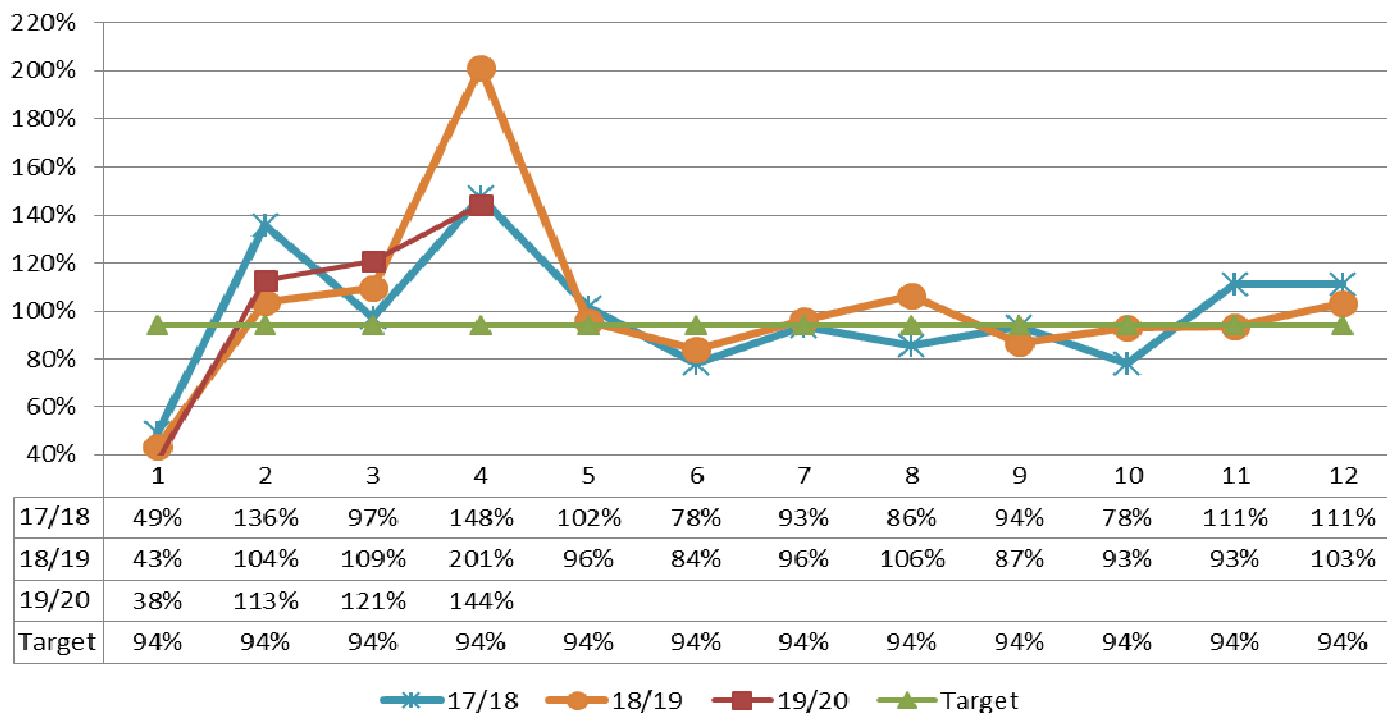
Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	-	71 559	71 559	9 921	36 251	17 890	18 361	103%	71 559
Service charges	-	330 950	330 950	27 220	118 636	82 738	35 899	43%	330 950
Other revenue	-	24 158	24 158	1 399	5 554	6 040	(486)	-8%	24 158
Government - operating	-	139 169	139 169	3 042	56 640	34 792	21 848	63%	139 169
Government - capital	-	50 208	50 208	-	14 003	12 552	1 451	12%	50 208
Interest	-	16 565	16 565	700	1 835	4 141	(2 306)	-56%	16 565
Dividends	-	-	-	-	-	-	-	-	-
Payments									
Suppliers and employees	-	(530 278)	(530 278)	(44 293)	(188 562)	(132 570)	55 993	-42%	(530 278)
Finance charges	-	(1 366)	(1 366)	-	-	(342)	(342)	100%	(1 366)
Transfers and Grants	-	(30 962)	(30 962)	(2 792)	(11 711)	(7 741)	3 971	-51%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	-	70 001	70 001	(4 803)	32 645	17 500	134 389	768%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	-	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	-	(71 613)	(71 613)	(7 026)	(14 501)	(17 903)	(3 402)	19%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	-	(71 613)	(71 613)	(7 026)	(14 501)	(17 903)	(3 402)	19%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	-	-	-	(18)	20	-	20	-	-
Payments									
Repayment of borrowing	-	(500)	(500)	-	(22)	(125)	(103)	82%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES	-	(500)	(500)	(18)	(2)	(125)	(123)	99%	(2)
NET INCREASE/ (DECREASE) IN CASH HELD	-	(2 112)	(2 112)	(11 848)	18 142	(528)			(1 612)
Cash/cash equivalents at beginning:	-	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	-	89 164	89 164		112 404	90 747			92 650

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M04 October

Description	NT Code	Budget Year 2019/20								Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr		
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	8 431	1 756	1 990	1 143	925	1 023	5 516	37 649	58 433	46 256
Electricity	1300	13 583	496	346	250	218	201	1 112	2 710	18 915	4 490
Property Rates	1400	4 132	10 801	257	336	207	177	987	13 823	30 720	15 529
Waste Water Management	1500	5 323	872	684	629	607	568	3 355	18 225	30 263	23 385
Waste Management	1600	5 921	861	799	710	667	621	3 299	19 459	32 337	24 756
Property Rental Debtors	1700	87	13	18	12	12	17	96	711	966	848
Interest on Arrear Accounts	1810	1 431	325	125	129	126	144	1 170	30 178	33 629	31 748
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(3 614)	31	39	36	26	36	157	1 018	(2 270)	1 274
Total By Income Source	2000	35 294	15 154	4 258	3 244	2 789	2 788	15 692	123 773	202 992	148 286
2018/19 - totals only											
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 149	7 223	143	138	77	84	332	3 275	12 420	3 905
Commercial	2300	10 505	2 879	355	330	289	264	1 577	9 027	25 227	11 487
Households	2400	23 361	4 722	3 611	2 640	2 334	2 418	13 654	108 488	161 228	129 535
Other	2500	279	329	149	136	89	22	129	2 983	4 117	3 359
Total By Customer Group	2600	35 294	15 154	4 258	3 244	2 789	2 788	15 692	123 773	202 992	148 286

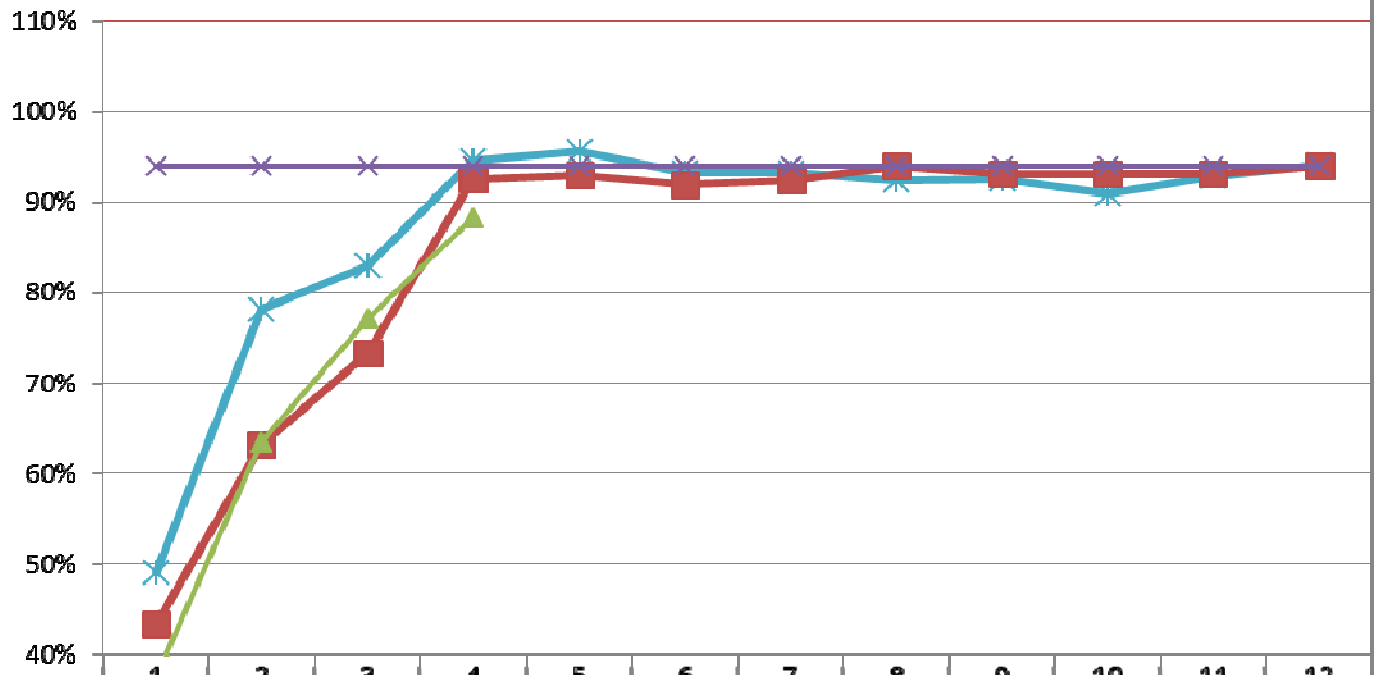
Debtor Collection Rate per Month



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 October 2019 amounts to 144% in comparison to the previous year 109%.

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 Oktober 2019 121 % beloop in vergelyking met die vorige jaar 144 %.

Accumulative Collection Rate



	1	2	3	4	5	6	7	8	9	10	11	12
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%
19/20	38%	64%	77%	88%								
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 88%.

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 88% behoort.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M04 October

Description	NT Code	Budget Year 2019/20								Total
		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	
R thousands										
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	1 600	27	-	-	-	-	-	-	1 627
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	1 600	27	-	-	-	-	-	-	1 627

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M04 October

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-	-	-	-	20 000
Investec	-	-	-	-	-	-	-	-
Nedbank	-	-	-	-	-	-	-	20 000
Standard Bank	-	-	-	-	-	-	-	20 000
FNB	-	-	-	-	-	-	-	20 000
	-	-	-	-	-	-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	80 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M04 October

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	-	97 119	97 119	-	38 959	24 280	14 679	60,5%	97 119
Equitable Share	-	92 850	92 850	-	38 688	23 213	15 476	66,7%	92 850
Local Government Financial Management Grant [Schedule 5B]	-	1 400	1 400	-	158	350	(192)	-54,8%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	-	2 269	2 269	-	113	567	(455)	-80,2%	2 269
Municipal Infrastructure Grant [Schedule 5B]	-	600	600	-	-	150	(150)	-100,0%	600
Provincial Government:	-	39 969	38 469	-	-	9 617	(9 617)	-100,0%	38 469
Housing	-	29 000	29 000	-	-	7 250	(7 250)	-100,0%	29 000
Financial Management	-	330	330	-	-	83	(83)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-	-
Libraries, Archives and Museum	-	9 639	8 139	-	-	2 035	(2 035)	-100,0%	8 139
Community Development Workers	-	-	-	-	-	-	-	-	-
<i>Maintenance of Main Roads</i>	-	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	-	224	224	-	-	56	(56)	-100,0%	224
Other grant providers:	-	1 549	1 549	-	-	-	-	-	1 549
<i>Tourism</i>	-	-	-	-	-	-	-	-	-
<i>Water Drought Support</i>	-	-	-	-	-	-	-	-	-
<i>Other grant providers:</i>	-	775	775	-	-	-	-	-	775
<i>Belguim Grant</i>	-	250	250	-	-	-	-	-	250
Total Operating Transfers and Grants	-	138 638	137 138	-	38 959	33 897	5 062	14,9%	137 138
National Government:	-	80 490	92 012	-	-	23 003	(23 003)	-100,0%	92 012
National Government:	-	41 984	47 745	-	-	11 936	(11 936)	-100,0%	47 745
Municipal Infrastructure Grant [Schedule 5B]	-	18 966	18 966	-	-	4 742	(4 742)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	-	16 931	22 692	-	-	5 673	(5 673)	-100,0%	22 692
Provincial Government:	-	2 666	2 666	-	-	667	(667)	-100,0%	1 944
<i>Provincial Government:</i>	-	1 694	1 694	-	-	423	(423)	-100,0%	972
<i>Housing</i>	-	-	-	-	-	-	-	-	-
Total Capital Transfers and Grants	-	83 156	94 678	-	-	23 670	(23 670)	-100,0%	93 956
TOTAL RECEIPTS OF TRANSFERS & GRANTS	-	221 794	231 816	-	38 959	57 567	(18 608)	-32,3%	231 094

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M04 October

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	-	97 119	97 119	-	38 959	24 280	14 679	60,5%	97 119
Equitable Share	-	92 850	92 850	-	38 688	23 213	15 476	66,7%	92 850
Local Government Financial Management Grant [Schedule 5B]	-	1 400	1 400	-	158	350	(192)	-54,8%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	-	2 269	2 269	-	113	567	(455)	-80,2%	2 269
Municipal Infrastructure Grant [Schedule 5B]	-	600	600	-	-	150	(150)	-100,0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-	-
Provincial Government:	-	40 193	38 693	-	-	9 673	(9 673)	-100,0%	38 693
Housing	-	29 000	29 000	-	-	7 250	(7 250)	-100,0%	29 000
Financial Management	-	330	330	-	-	83	(83)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-	-
Regional Social Economical Pro	-	1 000	1 000	-	-	250	(250)	-100,0%	1 000
Libraries, Archives and Museum	-	9 639	8 139	-	-	2 035	(2 035)	-100,0%	8 139
Community Development Workers	-	-	-	-	-	-	-	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	-	224	224	-	-	56	(56)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-	-
Other grant providers:	-	775	775	-	-	-	-	-	775
Belguim Grant	-	250	250	-	-	-	-	-	250
Table Mountain Fund	-	525	525	-	-	-	-	-	525
Total operating expenditure of Transfers and Grants	-	138 087	136 587	-	38 959	33 953	5 006	14,7%	136 587
Capital expenditure of Transfers and Grants									
National Government:	-	38 506	44 267	-	-	11 067	(11 067)	-100,0%	44 267
Municipal Infrastructure Grant [Schedule 5B]	-	18 966	18 966	-	-	4 742	(4 742)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	-	16 931	22 692	-	-	5 673	(5 673)	-100,00%	22 692
Integrated National Electrification Programme (Municipal)	-	2 609	2 609	-	-	652	(652)	-100,00%	2 609
Regional Social Economical Pro	-	-	-	-	-	-	-	-	-
Provincial Government:	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-	-
District Municipality:	-	-	-	-	-	-	-	-	-
Other grant providers:	-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	-	38 506	44 267	-	-	11 067	(11 067)	-100,0%	44 267
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	-	176 593	180 854	-	38 959	45 020	(6 061)	-13,5%	180 854

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M04 October

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C					%	D
R thousands								
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	2 431	1 930	502	26%	7 718
Pension and UIF Contributions	1 137	1 137	88	353	284	69	24%	1 137
Medical Aid Contributions	227	227	16	65	57	8	14%	227
Motor Vehicle Allowance	741	741	-	-	185	(185)	-100%	741
Cellphone Allowance	1 094	1 094	78	313	274	39	14%	1 094
Housing Allowances	487	487	3	14	122	(108)	-89%	487
Other benefits and allowances	54	54	-	-	13	(13)	-100%	54
Sub Total - Councillors	11 459	11 459	794	3 176	2 865	311	11%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	861	952	(91)	-10%	3 809
Pension and UIF Contributions	783	783	17	64	196	(132)	-68%	783
Medical Aid Contributions	135	135	6	23	34	(10)	-30%	135
Overtime	-	-	-	-	-	-	-	-
Performance Bonus	891	891	46	129	223	(94)	-42%	891
Motor Vehicle Allowance	1 052	1 052	68	270	263	7	3%	1 052
Cellphone Allowance	71	71	2	3	18	(15)	-82%	71
Housing Allowances	154	154	-	-	38	(38)	-100%	154
Other benefits and allowances	115	115	9	45	29	16	56%	115
Payments in lieu of leave	-	-	-	-	-	-	-	-
Long service awards	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	-	-	-	-	-	-	-	-
Sub Total - Senior Managers	7 010	7 010	384	1 395	1 753	(358)	-20%	7 010
Other Municipal Staff								
Basic Salaries and Wages	107 531	107 531	8 987	33 958	26 883	7 075	26%	107 531
Pension and UIF Contributions	16 333	16 333	1 341	5 343	4 083	1 260	31%	16 333
Medical Aid Contributions	7 364	7 364	610	2 445	1 841	604	33%	7 364
Overtime	12 433	12 432	1 510	5 793	3 108	2 685	86%	12 432
Performance Bonus	8 186	8 186	759	2 900	2 047	854	42%	8 186
Motor Vehicle Allowance	4 478	4 478	455	1 666	1 119	546	49%	4 478
Cellphone Allowance	396	396	41	162	99	63	63%	396
Housing Allowances	1 600	1 600	125	500	400	100	25%	1 600
Other benefits and allowances	4 192	4 192	319	1 299	1 048	251	24%	4 192
Payments in lieu of leave	889	889	535	2 057	222	1 834	825%	889
Long service awards	436	436	141	566	109	457	419%	436
Post-retirement benefit obligations	11 376	11 376	606	2 423	2 844	(421)	-15%	11 376
Sub Total - Other Municipal Staff	175 213	175 213	15 429	59 111	43 803	15 308	35%	175 213
TOTAL SALARY, ALLOWANCES & % increase	193 683	193 682	16 607	63 682	48 420	15 261	32%	193 682
TOTAL MANAGERS AND STAFF	182 224	182 223	15 813	60 506	45 556	14 950	33%	182 223

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 - M04 October

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921								28 530
Service charges - electricity revenue		17 246	27 274	27 135	21 954								139 968
Service charges - water revenue		2 326	2 518	2 559	2 161								30 506
Service charges - sanitation revenue		1 520	1 560	3 831	1 515								8 784
Service charges - refuse		1 647	1 811	1 988	1 590								13 850
Service charges - other		-	-	-	-								-
Rental of facilities and equipment		240	284	382	381								3 812
Interest earned - external investments		434	623	77	700								6 368
Interest earned - outstanding debtors		-	-	-	-								2 227
Dividends received		-	-	-	-								-
Fines		208	288	300	395								3 724
Licences and permits		308	8	1 318	162								1 859
Agency services		-	-	-	-								4 878
Transfer receipts - operating		47 994	5 605	-	3 042								59 330
Other revenue		145	331	344	461								9 301
Cash Receipts by Source		75 522	51 444	49 668	42 282	-	-	-	-	-	-	-	313 138
Other Cash Flows by Source													
Transfer receipts - capital		14 003	-	-	-								45 827
Contributions & Contributed assets		-	-	-	-								-
Proceeds on disposal of PPE		-	-	-	-								-
Short term loans		-	-	-	-								-
Borrowing long term/refinancing		-	-	-	-								-
Increase in consumer deposits		92	43	(97)	(18)								(20)
Receipt of non-current debtors		-	-	-	-								-
Receipt of non-current receivables		-	-	-	-								-
Change in non-current investments		-	-	-	-								80 000
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	-	-	-	-	-	-	-	438 944
Cash Payments by Type													
Employee related costs		13 166	13 889	13 576	14 279								107 754
Remuneration of councillors		909	910	899	906								7 085
Interest paid		-	-	-	-								1 095
Bulk purchases - Electricity		23 467	30 587	27 112	15 301								101 073
Bulk purchases - Water & Sewer		-	-	-	-								-
Other materials		1 070	1 700	1 073	1 697								11 020
Contracted services		2 576	4 884	3 656	4 506								39 427
Grants and subsidies paid - other municipalities		-	-	-	-								-
Grants and subsidies paid - other		4 958	-	3 961	2 792								2 683
General expenses		3 937	4 387	3 437	6 290								27 604
Cash Payments by Type		50 084	56 357	53 713	45 771	-	-	-	-	-	-	-	297 740
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026								76 952
Repayment of borrowing		-	-	22	-								2 978
Other Cash Flows/Payments		(7 040)	107	(31)	1 314								5 651
Total Cash Payments by Type		45 389	57 648	57 649	54 111	-	-	-	-	-	-	-	383 321
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	-	-	-	-	-	-	-	55 623
Cash/cash equivalents at the month/year beginning:		94 262	138 491	132 330	124 252	112 404	112 404	112 404	112 404	112 404	112 404	112 404	112 404
Cash/cash equivalents at the month/year end:		138 491	132 330	124 252	112 404	112 404	112 404	112 404	112 404	112 404	112 404	112 404	168 027

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M04 October

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
<u>Monthly expenditure performance trend</u>									
July		6 777	6 774	101	101	6 774	6 673	98,5%	0%
August		6 777	6 774	3 035	3 136	13 547	10 411	76,9%	4%
September		6 777	6 774	2 468	5 604	20 321	14 717	72,4%	7%
October		6 777	6 774	6 398	12 002	27 094	15 092	55,7%	15%
November		6 777	6 774	-		33 868	-		
December		6 777	6 774	-		40 641	-		
January		6 777	6 774	-		47 415	-		
February		6 777	6 774	-		54 189	-		
March		6 777	6 774	-		60 962	-		
April		6 777	6 774	-		67 736	-		
May		6 777	6 774	-		74 509	-		
June		6 777	6 774	-		81 283	-		
Total Capital expenditure	-	81 321	81 283	12 002					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019
08/2/17/33	Service provider for carpentry training	12-Nov-2019
08/2/17/37	Supply and delivery of Electricity metering and related equipment	08-Nov-2019
08/2/17/39	Upgrade of Ceres Sportsfields	13-Nov-2019
08/2/17/40	Ceres sports fields concrete stands	05-Dec-2019
08/2/17/41	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	04-Dec-2019
08/2/17/42	Leasing of Office space to Witzenberg Municipality in Ceres	27-Nov-2019

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

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/43	Leasing of Office space to Witzenberg Municipality in Ceres	07-Nov-2019

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/07	Electrical and Mechanical Maintenance of water and sewer pump stations and treatment works in Witzenberg area for a period of 24 months	26-Sep-2019	03-Oct-2019 30-Oct-2019	N Jacobs
08/2/17/08	Supply and delivery of New vehicles, plant and equipment	25-Oct-2019	Awaiting	O Gatyene

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/16	Hiring of plant and equipment for the Witzenberg municipal area - Landfill sites	19-Sep-2019	15-Oct-2019	J Jacobs
08/2/17/21	Supply, delivery and offloading of 30kg bags of asphalt filler or similar approved filler	22-Oct-2019	Awaiting	E Lintnaar
08/2/17/30	Clearing of alien vegetation in Ceres nature reserve	14-Oct-2019	18-Oct-2019	H Truter

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/12	Supply and Delivery of Weaponry Items for Traffic and Law Enforcement Officers	06-Sep-2019	19-Sep-2019 23-Oct-2019 Referred back	M Green
08/2/17/15	Appointment of a service provider for the rebuild/recondition and complete assemble of diesel and petrol engines	27-Sep-2019	08-Oct-2019 Referred back	O Gatyene
08/2/17/24	Service provider for training of municipal officials on various Programmes	30-Sep-2019	01-Oct-2019	I Barnard
08/2/17/26	Supply, delivery and installation (if needed) of Workshop equipment	18-Oct-2019	24-Oct-2019	O Gatyene
08/2/17/28	Appointment of Architects / Architectural draughtsman for the upgrade and refurbishment of various water and sewerage infrastructure	23-Oct-2019	Awaiting	N Jacobs
08/2/17/31	Lease of the café building in Pine Forest holiday resort	27-Sep-2019	07-Oct-2019	R Africa
08/2/17/32	Lease of the café building at N'duli and PA Hamlet swimming pools	27-Sep-2019	Awaiting	R Africa

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/51	Appointment of an Auctioneer	05-Jul-2019	25-Sep-2019	27-Sep-2019 28-Oct-2019
08/2/16/55	Revenue Enhancement Services	05-Jun-2019	15-Aug-2019	30-Aug-2019 06-Sep-2019

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/75	Supply and delivery of disposable bags for refuse removal	03-Jul-2019	25-Sep-2019	27-Sep-2019 29-Oct-2019
08/2/16/77	Sale of residential erven in Ceres, Bella vista and Tulbagh	23-Aug-2019	29-Oct-2019	-
08/2/16/80	Roads and Stormwater Maintenance	15-Aug-2019	29-Oct-2019	-
08/2/16/82	Supply and delivery of Fuel	27-Sep-2019	23-Oct-2019	28-Oct-2019
08/2/17/05	Training of Municipal officials on Accredited Electrical modular courses	25-Sep-2019	29-Oct-2019	-

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

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

3.2.1.4 Bids awarded

No bid was awarded by the Accounting Officer during the month of October 2019.

The following competitive bids were awarded by the Adjudication Committee during the month of October 2019:

3.2.1.4 Tenders toegeken

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende Oktober 2019 nie.

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Oktober 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/17/03	11-Oct-2019	Bidvest Waltons (PTY) Ltd	Supply and delivery of wooden stacking chairs	Bidder scored the highest points	R 273 125.00
08/2/17/11	28-Oct-2019	Viking Pony Africa Pumps (PTY) Ltd t/a Tricom Africa	The supply, delivery and installation of process aerators / mixers for Witzenberg municipality	Only responsive bidder	R 1 487 819.40

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of October 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Oktober 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/2	11-Oct-2019	Appointment of a service provider for the editing of the current draft Witzenberg LED Strategy	Funds are no longer available to cover the total envisaged expenditure

3.2.1.6 Paragraph 19 (1) l and 19 (2): Written price quotations

No written price quotations were approved during the month of October 2019.

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende Oktober 2019 nie.

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of October 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Oktober 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/19	30-Oct-2019	Tony's Truck Centre (Pty)Ltd	Supply of Gear box (recon or exchange unit) and complete new clutch assemble	Only responsive bidder	R 49 277.50	Director: Technical Services

3.2.1.8 Appeals

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

3.2.1.8 Appelle

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

3.2.1.9 Afwykings

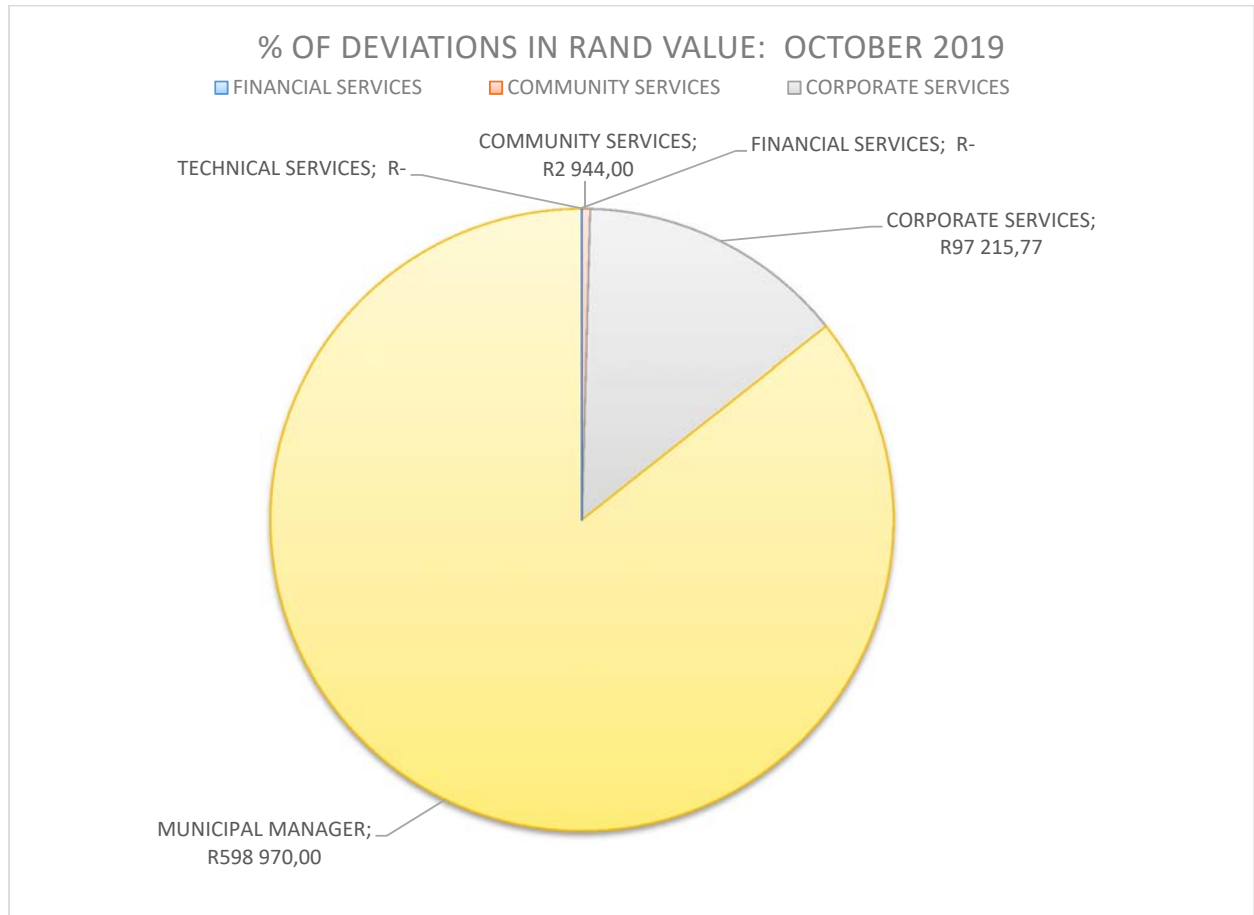
The following table contains the actuals against approved deviations by the Accounting Officer for the month of October 2019 which totals R 699 129.77:

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Oktober 2019 wat beloop op die totaal van R 699 129.77:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
1-Oct-19	Witzenberg Herald	Publish Notice: Earthquake message from Mayor	Single supplier	161952	10,720.00
7-Oct-19	Institute of internal Auditors SA	Institute of internal Auditors, Western Cape Conference	Single supplier	162047	5,300.00
9-Oct-19	Witzenberg Herald	Advertisement Draft 5 year review Air Quality Management Plan	Single supplier	162071	2,944.00
17-Oct-19	Witzenberg Herald	Publication of Special Message to Matriculants from Mayor	Single supplier	162195	5,360.00
18-Oct-19	Workshop Electronics	Repair brake roller at Test Station	Single supplier	162212	3,100.40
21-Oct-19	Ceres Alarms	Supply of Alarm Monitoring and reaction services: Oct - Dec 2019	Single supplier	162242	41,631.12
21-Oct-19	Altron TMT (PTY) Ltd	Kronos: Time & Attendance training	Single supplier	162248	16,405.90
22-Oct-19	Syntell	Repair to Robot controller at Vos & Voortrekker street	Single supplier	162261	14,638.35
30-Oct-19	Witzenberg Herald	Publication of Special Message for Coronation day	Single supplier	162413	5,360.00
31-Oct-19	Regan Brown Inc	Legal services: MJM Bridgeman	Impractical	162437	593,670.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
August 2019	R 246 660.23	R17 804 435.66	1.38%
September 2019	R 1 709 006.97	R15 618 473.18	10.94%
October 2019	R 699 129.77	R15 045 560.08	4.64%

DEVIATIONS PER DIRECTORATE



Logistics

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

Logistieke

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

MONTH	Aug 2019	Sept 2019	Oct 2019
Value of inventory at hand	R 8 770 559.55	R 8 840 963.52	R 9 387 945.80
Turnover rate of total value of inventory	1.55	1.48	1.35
Date of latest stores reconciliation	31 Oct 2019		
Date of last stock count	26 Sep 2019		
Date of next stock count	12 Dec 2019		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –


- The monthly in year monitoring reports for the month of October 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date: 14 November 2019



Monthly Budget Statement Report Section 71 for November 2019

**Financial data is in respect of the period
1 July 2019 to 30 November 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.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 5.8 million.

The monthly billing was also done as scheduled and during this process 12 713 accounts amounting to R 28.1 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.5 million.

The indigent cost to the municipality for the month amounts to R 1.7 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 91%.

The municipality issued orders to the value of R 21.2 million of which R 61 421 was in terms of deviations.

The municipality currently has R 45.7 million in its primary bank account and investments to the value of R60 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of November 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 5.8 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 713 rekeninge ten bedrae van R 28.1 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.5 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen.

Die opgehoopte debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 91%

Bestellings ter waarde van R 21.2 miljoen uitgereik, waarvan R 61 421 ten opsigte van afwykings is.

Die munisipaliteit het R 45.7 miljoen in die primêre bankrekening en beleggings ter waarde van R 60 miljoen.

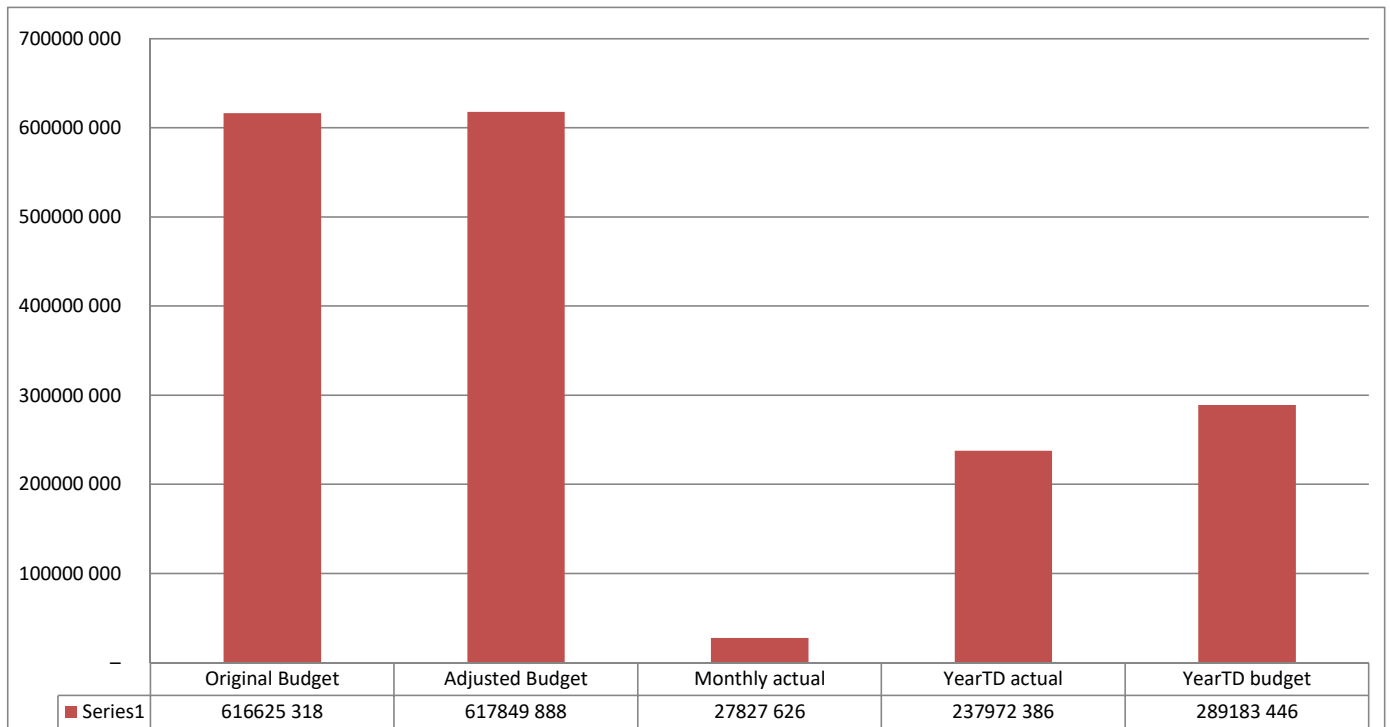
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir November 2019 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

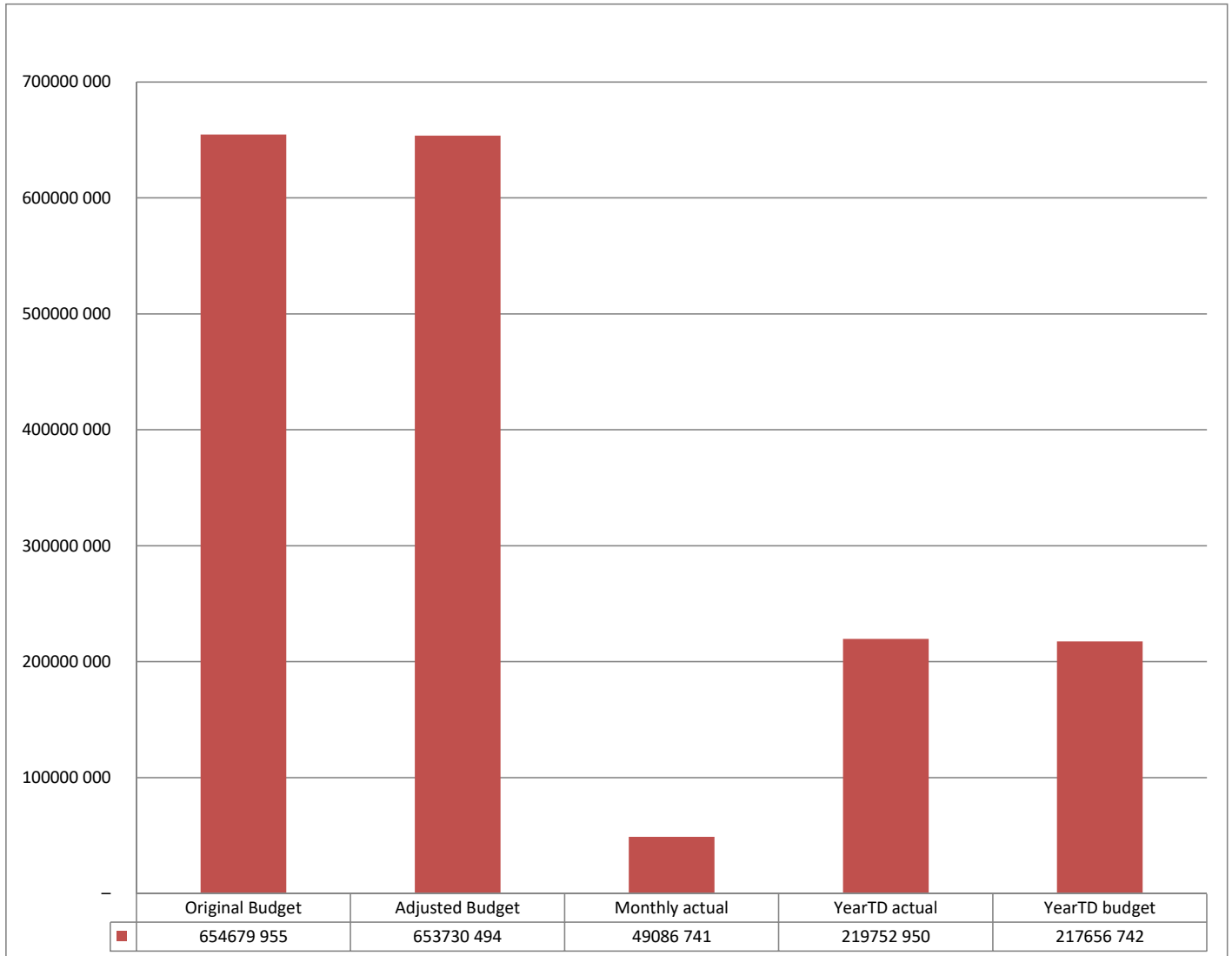
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 30 November 2019, 38.52% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 30 November 2019, is 38.52% van die begrote operasionele inkomste gehêf.

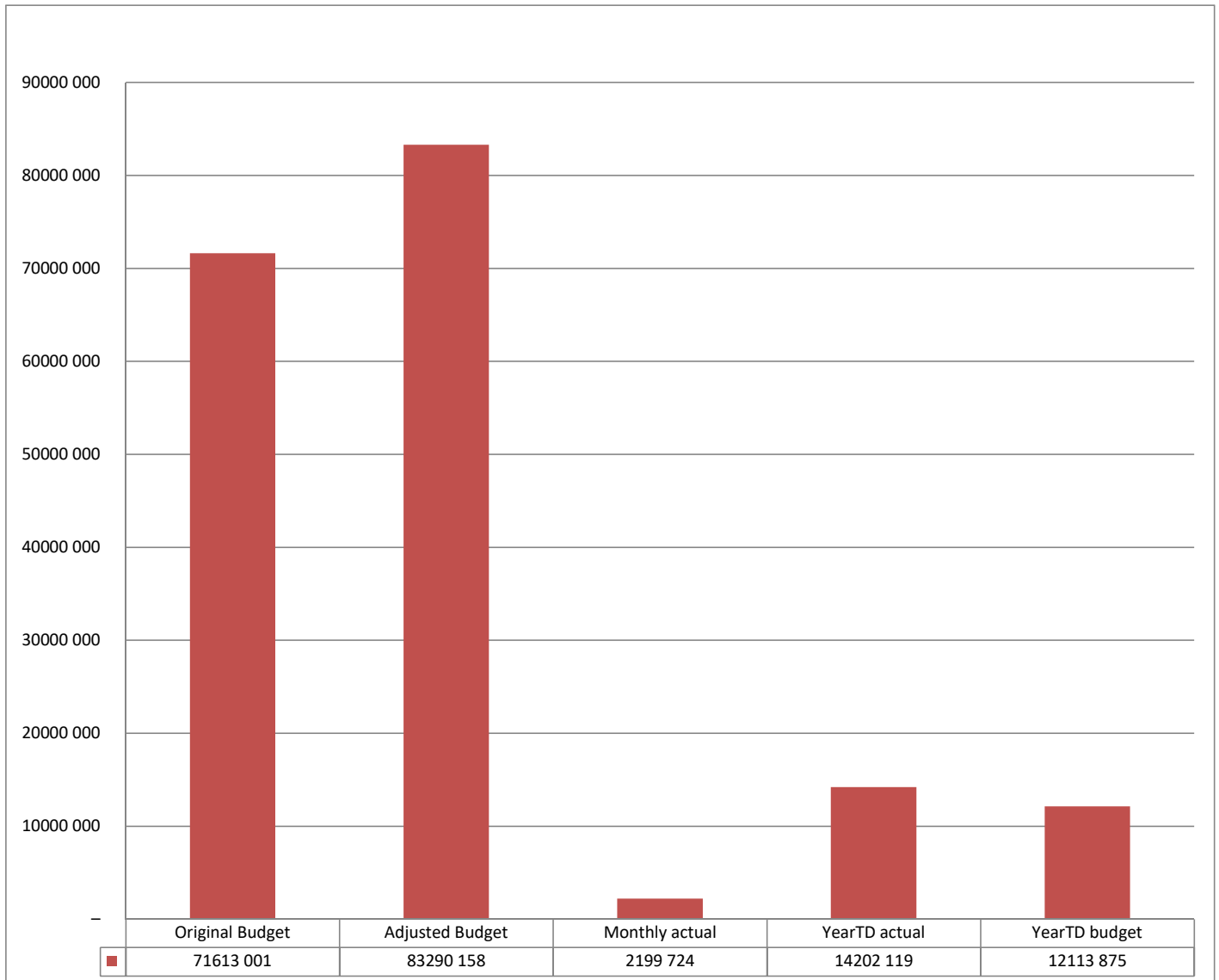
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 30 November 2019, 33.62% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 November 2019, is 33.62% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 November 2019, 17.05% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 30 November 2019, is 17.05% van die begrote kapitale uitgawes aangegaan.

There is currently also R 10.2 million on order for capital expenditure.

Daar is tans ook R 10.2 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 November 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M05 November

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	-	72 282	72 282	88	46 631	54 502	(7 871)	-14%	72 282
Service charges	-	346 953	346 953	23 438	136 326	151 810	(15 484)	-10%	346 953
Investment revenue	-	8 695	8 695	638	2 473	3 623	(1 150)	-32%	8 695
Transfers recognised - operational	-	138 467	138 827	843	39 802	57 845	(18 043)	-31%	138 827
Other own revenue	-	50 229	51 093	2 821	12 740	21 404	(8 664)	-40%	51 093
transfers and contributions)	-	616 625	617 850	27 828	237 972	289 183	(51 211)	-18%	617 850
Employee costs	-	192 524	193 218	15 980	79 414	93 814	(14 400)	-15%	193 218
Remuneration of Councillors	-	11 459	11 459	794	3 970	3 223	747	23%	11 459
Depreciation & asset impairment	-	45 590	45 590	-	3	1 660	(1 657)	-100%	45 590
Finance charges	-	8 840	8 840	-	40	299	(259)	-87%	8 840
Materials and bulk purchases	-	246 765	244 807	14 569	82 569	70 062	12 507	18%	244 807
Transfers and grants	-	30 962	30 907	7 475	14 442	12 767	1 675	13%	30 907
Other expenditure	-	118 540	118 908	10 269	39 315	35 833	3 482	10%	118 908
Total Expenditure	-	654 680	653 730	49 087	219 753	217 657	2 096	1%	653 730
Surplus/(Deficit)	-	(38 055)	(35 881)	(21 259)	18 219	71 527	(53 307)	-75%	(35 881)
Transfers recognised - capital	-	44 178	52 135	-	-	21 723	(21 723)	-100%	52 135
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	-	6 123	16 254	(21 259)	18 219	93 249	(75 030)	-80%	16 254
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	-	6 123	16 254	(21 259)	18 219	93 249	(75 030)	-80%	16 254
Capital expenditure & funds sources									
Capital expenditure	-	71 613	83 290	2 200	14 202	12 114	2 088	17%	83 290
Capital transfers recognised	-	45 678	52 135	1 354	4 646	5 194	(548)	-11%	52 135
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	-	25 935	31 155	846	9 556	6 920	2 636	38%	31 155
Total sources of capital funds	-	71 613	83 290	2 200	14 202	12 114	2 088	17%	83 290
Financial position									
Total current assets	-	156 835	156 835		194 908				156 835
Total non current assets	-	978 519	978 519		980 919				978 519
Total current liabilities	-	115 487	115 487		95 426				115 487
Total non current liabilities	-	155 245	155 245		158 719				155 245
Community wealth/Equity	-	864 621	864 621		921 683				864 621
Cash flows									
Net cash from (used) operating	-	70 001	70 001	(6 872)	25 774	29 167	(3 394)	-12%	70 001
Net cash from (used) investing	-	(71 613)	(71 613)	(2 372)	(16 874)	(29 839)	12 965	-43%	(71 613)
Net cash from (used) financing	-	(500)	(500)	48	46	(208)	254	-122%	46
end	-	89 164	89 164	-	103 208	90 395	12 813	14%	92 650
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	34 933	3 818	8 986	4 097	3 163	2 717	15 955	126 517	200 186
Creditors Age Analysis									
Total Creditors	617	-	-	-	-	-	-	-	617

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) - M05 November

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	-	95 002	95 966	2 219	53 193	64 371	(11 178)	-17%	95 976
Finance and administration	-	95 002	95 966	2 212	53 183	64 371	(11 187)	-17%	95 966
<i>Community and public safety</i>	-	156 525	156 925	844	41 889	65 385	(23 497)	-36%	156 925
Community and social services	-	105 912	106 312	409	39 465	44 296	(4 832)	-11%	106 312
Sport and recreation	-	20 394	20 394	426	2 380	8 498	(6 117)	-72%	20 394
Public safety	-	728	728	0	3	303	(300)	-99%	728
Housing	-	29 492	29 492	8	41	12 288	(12 248)	-100%	29 492
<i>Economic and environmental services</i>	-	34 264	35 580	514	2 618	14 940	(12 322)	-82%	35 580
Planning and development	-	3 669	3 669	113	517	1 529	(1 012)	-66%	3 669
Road transport	-	30 057	31 214	402	2 100	13 121	(11 021)	-84%	31 214
Environmental protection	-	538	698	-	1	291	(290)	-100%	698
<i>Trading services</i>	-	374 903	381 404	24 249	140 186	166 164	(25 978)	-16%	381 404
Energy sources	-	267 273	267 273	15 945	98 711	112 692	(13 981)	-12%	267 273
Water management	-	56 021	61 782	3 500	17 206	27 524	(10 319)	-37%	61 782
Waste water management	-	26 404	26 404	2 454	12 676	14 975	(2 298)	-15%	26 404
Waste management	-	25 206	25 945	2 349	11 593	10 973	620	6%	25 945
Total Revenue - Functional	-	660 803	669 985	27 828	237 972	310 906	(72 934)	-23%	669 994
Expenditure - Functional									
<i>Governance and administration</i>	-	120 995	122 702	9 944	46 771	43 184	3 587	8%	122 702
Executive and council	-	28 588	28 753	1 661	8 786	9 437	(651)	-7%	28 753
Finance and administration	-	90 177	91 719	8 084	36 922	32 642	4 280	13%	91 719
Internal audit	-	2 230	2 230	200	1 063	1 104	(41)	-4%	2 230
<i>Community and public safety</i>	-	99 678	97 398	12 659	37 260	40 831	(3 570)	-9%	97 398
Community and social services	-	26 589	26 564	1 944	9 275	11 604	(2 329)	-20%	26 564
Sport and recreation	-	28 548	27 418	2 187	9 273	11 271	(1 998)	-18%	27 418
Public safety	-	9 416	9 371	668	2 997	3 833	(836)	-22%	9 371
Housing	-	35 126	34 045	7 859	15 715	14 122	1 593	11%	34 045
<i>Economic and environmental services</i>	-	69 890	70 890	3 803	19 353	19 682	(329)	-2%	70 890
Planning and development	-	11 868	11 863	791	3 936	5 025	(1 088)	-22%	11 863
Road transport	-	55 632	56 478	2 827	14 979	13 625	1 354	10%	56 478
Environmental protection	-	2 390	2 550	185	438	1 032	(594)	-58%	2 550
<i>Trading services</i>	-	363 203	361 827	22 680	115 942	99 517	16 425	17%	361 827
Energy sources	-	260 127	259 824	15 312	85 351	74 436	10 915	15%	259 824
Water management	-	28 971	28 830	2 665	10 453	6 743	3 710	55%	28 830
Waste water management	-	31 759	30 809	2 148	8 894	7 413	1 481	20%	30 809
Waste management	-	42 346	42 364	2 555	11 244	10 925	319	3%	42 364
<i>Other</i>	-	914	914	-	427	438	(11)	-2%	914
Total Expenditure - Functional	-	654 680	653 730	49 087	219 753	203 651	16 102	8%	653 730
Surplus/ (Deficit) for the year	-	6 123	16 254	(21 259)	18 219	107 255	(89 035)		16 263

WC022 Witzberg - Supporting Table C2 Material variance explanations - M05 November

Ref	Description	Value of Variance	Variance	Reasons for material deviations	Remedial or corrective steps/remarks
	R thousands				
1	Revenue - Functional				
	<i>Governance and administration</i>				
	Finance and administration	(11 187)	-17%	Fines Revenue recognised on an annual basis	
	<i>Community and public safety</i>				
	Community and social services	(4 832)	-11%	Library Revenue recognised on an annual basis	
	Sport and recreation	(6 117)	-72%	Slow spending on capital resulting in lower revenue being recognised	
	Public safety	300	-99%	Variance is immaterial.	
	Housing	12 248	-100%	Slow spending on capital resulting in lower revenue being recognised	
	<i>Economic and environmental services</i>				
	Planning and development	(1 012)	-66%	Variance is immaterial.	
	Road transport	(11 021)	-84%	Slow spending on capital resulting in lower revenue being recognised	
	Environmental protection	(290)	-100%	Variance is immaterial.	
	<i>Trading services</i>				
	Energy sources	(13 981)	-12%	Slow spending on capital resulting in lower revenue being recognised	
	Water management	(10 319)	-37%	Slow spending on capital resulting in lower revenue being recognised	
	Waste water management	(2 298)	-15%	Slow spending on capital resulting in lower revenue being recognised	
	Waste management	620	6%	Variance is immaterial.	
2	Expenditure - Functional				
	<i>Governance and administration</i>				
	Executive and council	(651)	-7%	Variance is immaterial.	
	Finance and administration	4 280	13%	Variance is immaterial.	
	Internal audit	(41)	-4%	Variance is immaterial.	
	<i>Community and public safety</i>				
	Community and social services	(2 329)	-20%	Variance is immaterial.	
	Sport and recreation	(1 998)	-18%	Variance is immaterial.	
	Public safety	(836)	-22%	Variance is immaterial.	
	Housing	1 593	11%	Increase in expenditure with regards to Top-Structures	
	<i>Economic and environmental services</i>				
	Planning and development	(1 088)	-22%	Variance is immaterial.	
	Road transport	1 354	10%	Variance is immaterial.	
	Environmental protection	(594)	-58%	Variance is immaterial.	
	<i>Trading services</i>				
	Energy sources	10 915	15%	Increase in electricity usage - nearing maximum demand.	
	Water management	3 710	55%	Variance is immaterial.	
	Waste water management	1 481	20%	Variance is immaterial.	
	Waste management	319	3%	Variance is immaterial.	
	<i>Other</i>	(11)	-2%	Variance is immaterial.	
3	Capital Expenditure				
	Financial Position				
4	Financial Position				
			-		
			-		
	Cash Flow		-		
5	Cash Flow				
	Measureable performance		-		
			-		
	Municipal Entities		-		
6	Measureable performance				
			-		
			-		
			-		
7	Municipal Entities				
			-		
			-		
			-		
			-		

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) - M05 November

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
<i>Municipal governance and administration</i>	-	95 002	95 966	2 219	53 193	64 371	(11 178)	-17%	95 976
Finance and administration	-	95 002	95 966	2 212	53 183	64 371	(11 187)	-17%	95 966
<i>Administrative and Corporate Support</i>	-	9	9	-	-	4	(4)	-100%	9
<i>Budget and Treasury Office</i>	-	-	-	-	-	-	-		-
<i>Finance</i>	-	94 446	95 311	2 210	53 068	64 097	(11 030)	-17%	95 311
<i>Human Resources</i>	-	526	526	-	95	219	(124)	-57%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	-	4	104	-	-	43	(43)	-100%	104
<i>Supply Chain Management</i>	-	17	17	1	20	7	13	188%	17
<i>Community and public safety</i>	-	156 525	156 925	844	41 889	65 385	(23 497)	-36%	156 925
Community and social services	-	105 912	106 312	409	39 465	44 296	(4 832)	-11%	106 312
<i>Aged Care</i>	-	95 119	95 119	354	39 154	39 633	(479)	-1%	95 119
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	-	222	222	11	99	93	6	6%	222
<i>Community Halls and Facilities</i>	-	863	863	37	174	360	(186)	-52%	863
<i>Libraries and Archives</i>	-	9 707	10 107	8	38	4 211	(4 173)	-99%	10 107
Sport and recreation	-	20 394	20 394	426	2 380	8 498	(6 117)	-72%	20 394
<i>Recreational Facilities</i>	-	7 299	7 299	422	2 352	3 041	(689)	-23%	7 299
<i>Sports Grounds and Stadiums</i>	-	13 095	13 095	4	28	5 456	(5 428)	-99%	13 095

Description	2018/19	Budget Year 2019/20						Full Year Forecast	
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Public safety	–	728	728	0	3	303	(300)	-99%	728
<i>Fire Fighting and Protection</i>	–	728	728	0	3	303	(300)	-99%	728
Housing	–	29 492	29 492	8	41	12 288	(12 248)	-100%	29 492
<i>Housing</i>	–	29 492	29 492	8	41	12 288	(12 248)	-100%	29 492
<i>Economic and environmental services</i>	–	34 264	35 580	514	2 618	14 940	(12 322)	-82%	35 580
Planning and development	–	3 669	3 669	113	517	1 529	(1 012)	-66%	3 669
<i>Economic Development/Planning</i>	–	250	250	–	–	104	(104)	-100%	250
<i>Town Planning, Building Regulations and Enforcemen</i>	–	2 793	2 793	113	517	1 164	(647)	-56%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	261	(261)	-100%	626
Road transport	–	30 057	31 214	402	2 100	13 121	(11 021)	-84%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	–	23 720	23 720	402	2 100	9 999	(7 898)	-79%	23 720
<i>Roads</i>	–	6 337	7 493	–	–	3 122	(3 122)	-100%	7 493
Environmental protection	–	538	698	–	1	291	(290)	-100%	698
<i>Biodiversity and Landscape</i>	–	538	698	–	1	291	(290)	-100%	698
<i>Trading services</i>	–	374 903	381 404	24 249	140 186	166 164	(25 978)	-16%	381 404
Energy sources	–	267 273	267 273	15 945	98 711	112 692	(13 981)	-12%	267 273
<i>Electricity</i>	–	266 452	266 452	15 945	98 711	112 350	(13 639)	-12%	266 452
<i>Street Lighting and Signal Systems</i>	–	821	821	–	–	342	(342)	-100%	821
Water management	–	56 021	61 782	3 500	17 206	27 524	(10 319)	-37%	61 782
<i>Water Distribution</i>	–	56 021	61 782	3 500	17 206	27 524	(10 319)	-37%	61 782
Waste water management	–	26 404	26 404	2 454	12 676	14 975	(2 298)	-15%	26 404
<i>Sewerage</i>	–	23 012	23 012	2 454	12 676	13 562	(885)	-7%	23 012
<i>Storm Water Management</i>	–	3 391	3 391	–	–	1 413	(1 413)	-100%	3 391
Waste management	–	25 206	25 945	2 349	11 593	10 973	620	6%	25 945
<i>Solid Waste Removal</i>	–	25 206	25 945	2 349	11 593	10 973	620	6%	25 945
Total Revenue - Functional	–	660 803	669 985	27 828	237 972	310 906	(72 934)	-23%	669 994

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M05 November

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Expenditure - Functional									
<i>Municipal governance and administration</i>	-	120 995	122 702	9 944	46 771	43 184	3 587	8%	122 702
Executive and council	-	28 588	28 753	1 661	8 786	9 437	(651)	-7%	28 753
<i>Mayor and Council</i>	-	18 767	18 686	1 048	5 457	4 996	461	9%	18 686
<i>Municipal Manager, Town Secretary and Chief Execut</i>	-	9 822	10 068	613	3 329	4 441	(1 113)	-25%	10 068
Finance and administration	-	90 177	91 719	8 084	36 922	32 642	4 280	13%	91 719
<i>Administrative and Corporate Support</i>	-	8 615	10 018	534	5 473	3 435	2 039	59%	10 018
<i>Asset Management</i>	-	4 392	4 392	2	140	2 127	(1 988)	-93%	4 392
<i>Budget and Treasury Office</i>	-	-	-	-	-	-	-	-	-
<i>Finance</i>	-	33 713	33 793	3 347	12 732	10 050	2 682	27%	33 793
<i>Fleet Management</i>	-	2 796	2 596	227	1 142	1 019	123	12%	2 596
<i>Human Resources</i>	-	19 972	19 949	2 023	9 361	8 483	877	10%	19 949
<i>Information Technology</i>	-	3 719	3 719	303	1 912	1 091	821	75%	3 719
<i>Legal Services</i>	-	1 780	1 880	653	1 444	867	577	67%	1 880
<i>Marketing, Customer Relations, Publicity and Media</i>	-	3 630	3 775	350	1 540	1 686	(146)	-9%	3 775
<i>Property Services</i>	-	3 489	3 489	47	241	391	(150)	-38%	3 489
<i>Risk Management</i>	-	421	421	-	-	204	(204)	-100%	421
<i>Supply Chain Management</i>	-	5 970	6 215	555	2 798	2 527	271	11%	6 215
<i>Valuation Service</i>	-	1 680	1 473	42	139	761	(622)	-82%	1 473
Internal audit	-	2 230	2 230	200	1 063	1 104	(41)	-4%	2 230
<i>Governance Function</i>	-	2 230	2 230	200	1 063	1 104	(41)	-4%	2 230
Community and public safety	-	99 678	97 398	12 659	37 260	40 831	(3 570)	-9%	97 398
Community and social services	-	26 589	26 564	1 944	9 275	11 604	(2 329)	-20%	26 564
<i>Aged Care</i>	-	4 296	4 267	445	1 831	1 641	190	12%	4 267
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	-	3 317	3 317	236	1 219	1 430	(211)	-15%	3 317
<i>Child Care Facilities</i>	-	819	823	-	6	403	(397)	-99%	823
<i>Community Halls and Facilities</i>	-	6 080	6 080	436	2 171	2 744	(573)	-21%	6 080
<i>Disaster Management</i>	-	47	47	2	15	4	11	250%	47
<i>Education</i>	-	705	705	-	1	343	(342)	-100%	705
<i>Libraries and Archives</i>	-	11 324	11 324	825	4 033	5 040	(1 007)	-20%	11 324
Sport and recreation	-	28 548	27 418	2 187	9 273	11 271	(1 998)	-18%	27 418
<i>Community Parks (including Nurseries)</i>	-	6 763	6 763	610	2 714	2 447	267	11%	6 763
<i>Recreational Facilities</i>	-	16 797	15 668	1 237	4 898	6 607	(1 709)	-26%	15 668
<i>Sports Grounds and Stadiums</i>	-	4 988	4 988	340	1 661	2 217	(556)	-25%	4 988
Public safety	-	9 416	9 371	668	2 997	3 833	(836)	-22%	9 371
<i>Fire Fighting and Protection</i>	-	9 416	9 371	668	2 997	3 833	(836)	-22%	9 371
Housing	-	35 126	34 045	7 859	15 715	14 122	1 593	11%	34 045
<i>Housing</i>	-	33 431	32 331	7 842	15 643	13 293	2 350	18%	32 331
<i>Informal Settlements</i>	-	1 695	1 715	18	72	829	(757)	-91%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
Economic and environmental services	–	69 890	70 890	3 803	19 353	19 682	(329)	-2%	70 890
Planning and development	–	11 868	11 863	791	3 936	5 025	(1 088)	-22%	11 863
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	–	2 182	2 157	129	638	801	(163)	-20%	2 157
<i>Economic Development/Planning</i>	–	2 227	2 247	175	910	900	11	1%	2 247
<i>Town Planning, Building Regulations and Enforcement</i>	–	4 920	4 920	351	1 706	2 226	(520)	-23%	4 920
<i>Project Management Unit</i>	–	2 538	2 538	136	683	1 098	(416)	-38%	2 538
Road transport	–	55 632	56 478	2 827	14 979	13 625	1 354	10%	56 478
<i>Police Forces, Traffic and Street Parking Control</i>	–	31 101	30 790	1 620	8 127	6 460	1 667	26%	30 790
<i>Roads</i>	–	24 531	25 688	1 206	6 852	7 165	(314)	-4%	25 688
Environmental protection	–	2 390	2 550	185	438	1 032	(594)	-58%	2 550
<i>Biodiversity and Landscape</i>	–	2 390	2 550	185	438	1 032	(594)	-58%	2 550
<i>Pollution Control</i>	–	–	–	–	–	–	–		–
Trading services	–	363 203	361 827	22 680	115 942	99 517	16 425	17%	361 827
Energy sources	–	260 127	259 824	15 312	85 351	74 436	10 915	15%	259 824
<i>Electricity</i>	–	257 067	257 000	14 889	83 957	73 031	10 926	15%	257 000
<i>Street Lighting and Signal Systems</i>	–	3 060	2 825	423	1 394	1 405	(11)	-1%	2 825
Water management	–	28 971	28 830	2 665	10 453	6 743	3 710	55%	28 830
<i>Water Treatment</i>	–	1 557	1 557	2	12	756	(744)	-98%	1 557
<i>Water Distribution</i>	–	24 063	23 622	2 613	9 105	4 779	4 325	90%	23 622
<i>Water Storage</i>	–	3 351	3 651	50	1 336	1 208	128	11%	3 651
Waste water management	–	31 759	30 809	2 148	8 894	7 413	1 481	20%	30 809
<i>Public Toilets</i>	–	1 710	1 710	115	592	753	(161)	-21%	1 710
<i>Sewerage</i>	–	21 855	20 895	1 580	5 953	3 858	2 095	54%	20 895
<i>Storm Water Management</i>	–	5 720	5 720	454	2 346	1 602	744	46%	5 720
<i>Waste Water Treatment</i>	–	2 475	2 485	–	2	1 199	(1 197)	-100%	2 485
Waste management	–	42 346	42 364	2 555	11 244	10 925	319	3%	42 364
<i>Solid Waste Disposal (Landfill Sites)</i>	–	16 543	16 339	31	1 082	1 902	(819)	-43%	16 339
<i>Solid Waste Removal</i>	–	24 478	24 699	2 363	9 394	8 380	1 014	12%	24 699
<i>Street Cleaning</i>	–	1 325	1 325	161	768	643	125	19%	1 325
Other	–	914	914	–	427	438	(11)	-2%	914
Licensing and Regulation	–	60	60	–	–	11	(11)	-100%	60
Tourism	–	854	854	–	427	427	0	0%	854
Total Expenditure - Functional	–	654 680	653 730	49 087	219 753	203 651	16 102	8%	653 730
Surplus/ (Deficit) for the year	–	6 123	16 254	(21 259)	18 219	107 255	(89 035)	-83%	16 263

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) - M05 November

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	-	91 210	92 074	2 028	52 197	62 749	(10 552)	-16,8%	92 074
Vote 2 - Community Services	-	181 732	182 292	1 263	44 153	76 070	(31 917)	-42,0%	182 292
Vote 3 - Corporate Services	-	539	639	7	104	266	(162)	-60,7%	639
Vote 4 - Technical Services	-	385 828	393 486	24 498	141 323	171 198	(29 875)	-17,5%	393 486
Vote 5 - Muncipal Manager	-	1 495	1 495	31	194	623	(428)	-68,8%	1 495
Total Revenue by Vote	-	660 803	669 985	27 828	237 972	310 906	(72 934)	-23,5%	669 985
Expenditure by Vote									
Vote 1 - Financial Services	-	47 139	47 257	3 979	15 969	16 122	(153)	-1,0%	47 257
Vote 2 - Community Services	-	136 762	134 349	14 627	46 669	49 866	(3 196)	-6,4%	134 349
Vote 3 - Corporate Services	-	61 026	62 479	4 493	25 465	21 440	4 025	18,8%	62 479
Vote 4 - Technical Services	-	397 201	396 793	24 616	126 520	110 782	15 738	14,2%	396 793
Vote 5 - Muncipal Manager	-	12 551	12 852	1 372	5 129	5 441	(312)	-5,7%	12 852
Total Expenditure by Vote	-	654 680	653 730	49 087	219 753	203 651	16 102	7,9%	653 730
Surplus/ (Deficit) for the year	-	6 123	16 254	(21 259)	18 219	107 255	(89 035)	-83,0%	16 254

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) - M05 November

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	-	72 282	72 282	88	46 631	54 502	(7 871)	-14%	72 282
Service charges - electricity revenue	-	265 119	265 119	15 957	98 780	111 795	(13 015)	-12%	265 119
Service charges - water revenue	-	35 901	35 901	3 074	15 183	16 741	(1 557)	-9%	35 901
Service charges - sanitation revenue	-	22 085	22 085	2 297	11 918	13 175	(1 257)	-10%	22 085
Service charges - refuse revenue	-	23 849	23 849	2 110	10 446	10 100	346	3%	23 849
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	-	7 567	7 567	355	1 983	3 153	(1 170)	-37%	7 567
Interest earned - external investments	-	8 695	8 695	638	2 473	3 623	(1 150)	-32%	8 695
Interest earned - outstanding debtors	-	7 891	7 891	1 292	5 855	3 288	2 567	78%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	-	19 482	19 482	4	37	8 233	(8 196)	-100%	19 482
Licences and permits	-	165	165	76	495	69	426	622%	165
Agency services	-	5 420	5 420	324	1 659	2 258	(599)	-27%	5 420
Transfers recognised - operational	-	138 467	138 827	843	39 802	57 845	(18 043)	-31%	138 827
Other revenue	-	9 704	10 568	769	2 711	4 403	(1 692)	-38%	10 568
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	-	616 625	617 850	27 828	237 972	289 183	(51 211)	-18%	617 850
Expenditure By Type									
Employee related costs	-	192 524	193 218	15 980	79 414	93 814	(14 400)	-15%	193 218
Remuneration of councillors	-	11 459	11 459	794	3 970	3 223	747	23%	11 459
Debt impairment	-	33 613	33 613	4 114	8 549	14 005	(5 457)	-39%	33 613
Depreciation & asset impairment	-	45 590	45 590	-	3	1 660	(1 657)	-100%	45 590
Finance charges	-	8 840	8 840	-	40	299	(259)	-87%	8 840
Bulk purchases	-	229 196	229 196	13 287	76 744	65 432	11 312	17%	229 196
Other materials	-	17 569	15 611	1 281	5 825	4 629	1 196	26%	15 611
Contracted services	-	43 731	43 698	3 021	15 222	11 747	3 475	30%	43 698
Transfers and grants	-	30 962	30 907	7 475	14 442	12 767	1 675	13%	30 907
Other expenditure	-	41 196	41 598	3 134	15 545	10 081	5 463	54%	41 598
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	-	654 680	653 730	49 087	219 753	217 657	2 096	1%	653 730
Surplus/(Deficit)	-	(38 055)	(35 881)	(21 259)	18 219	71 527	(53 307)	(0)	(35 881)
Transfers recognised - capital	-	44 178	52 135	-	-	21 723	(21 723)	(0)	52 135
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	-	6 123	16 254	(21 259)	18 219	93 249			16 254
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	-	6 123	16 254	(21 259)	18 219	93 249			16 254
Surplus/ (Deficit) for the year	-	6 123	16 254	(21 259)	18 219	93 249			16 254

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) - M05 November

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	-	3 106	3 106	-	-	1 044	(1 044)	-100%	3 106
Vote 4 - Technical Services	-	33 049	38 810	1 860	7 009	3 198	3 811	119%	38 810
Total Capital Multi-year expenditure	-	36 155	41 916	1 860	7 009	4 242	2 767	65%	41 916
Single Year expenditure appropriation									
Vote 1 - Financial Services	-	80	80	16	24	1	24	2543%	80
Vote 2 - Community Services	-	15 992	16 916	35	623	1 721	(1 098)	-64%	16 916
Vote 3 - Corporate Services	-	3 380	4 607	125	435	979	(544)	-56%	4 607
Vote 4 - Technical Services	-	15 950	19 715	164	6 111	5 171	940	18%	19 715
Vote 5 - Muncipal Manager	-	56	56	-	-	-	-		56
Total Capital single-year expenditure	-	35 458	41 374	340	7 193	7 872	(679)	-9%	41 374
Total Capital Expenditure	-	71 613	83 290	2 200	14 202	12 114	2 088	17%	83 290

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M05 November

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	-	2 700	4 268	217	1 012	799	213	27%	4 268
Executive and council	-	150	195	24	46	41	4	10%	195
Finance and administration	-	2 550	4 073	193	966	758	208	27%	4 073
<i>Community and public safety</i>	-	18 572	19 483	35	590	2 582	(1 992)	-77%	19 483
Community and social services	-	4 190	5 028	11	106	1 208	(1 103)	-91%	5 028
Sport and recreation	-	13 461	13 533	25	484	1 073	(588)	-55%	13 533
Public safety	-	922	922	-	-	301	(301)	-100%	922
Housing	-	-	-	-	-	-	-	-	-
<i>Economic and environmental service.</i>	-	13 808	13 816	1 091	6 241	4 222	2 019	48%	13 816
Planning and development	-	26	138	0	29	2	28	1801%	138
Road transport	-	13 782	13 679	1 091	6 212	4 220	1 992	47%	13 679
Environmental protection	-	-	-	-	-	-	-	-	-
<i>Trading services</i>	-	36 533	45 723	857	6 360	4 511	1 848	41%	45 723
Energy sources	-	8 700	8 700	149	2 692	2 083	608	29%	8 700
Water management	-	19 581	27 146	58	400	1 494	(1 093)	-73%	27 146
Waste water management	-	7 241	8 051	501	3 118	183	2 935	1602%	8 051
Waste management	-	1 010	1 826	149	149	751	(602)	-80%	1 826
Total Capital Expenditure - Standard Classification	-	71 613	83 290	2 200	14 202	12 114	2 088	17%	83 290
Funded by:									
National Government	-	38 506	44 267	1 354	4 646	1 916	2 730	143%	44 267
Provincial Government	-	6 672	7 072	-	-	2 947	(2 947)	-100%	7 072
District Municipality	-	500	500	-	-	208	(208)	-100%	500
Transfers recognised - capital	-	45 678	52 135	1 354	4 646	5 194	(548)	-11%	52 135
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	-	25 935	31 155	846	9 556	6 920	2 636	38%	31 155
Total Capital Funding	-	71 613	83 290	2 200	14 202	12 114	2 088	17%	83 290

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M05 November

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash and cash equivalents	-	89 164	89 164	103 208	89 164
Consumer debtors	-	29 579	29 579	77 937	29 579
Other debtors	-	26 690	26 690	3 857	26 690
Current portion of long-term receivables	-	-	-	-	-
Inventory	-	11 402	11 402	9 907	11 402
Total current assets	-	156 835	156 835	194 908	156 835
Non current assets					
Long-term receivables	-	-	-	-	-
Investments	-	-	-	-	-
Investment property	-	45 660	45 660	44 492	45 660
Investments in Associate	-	-	-	-	-
Property, plant and equipment	-	929 659	929 659	933 848	929 659
Agricultural	-	-	-	-	-
Biological assets	-	-	-	-	-
Intangible assets	-	2 650	2 650	2 030	2 650
Other non-current assets	-	550	550	550	550
Total non current assets	-	978 519	978 519	980 919	978 519
TOTAL ASSETS	-	1 135 353	1 135 353	1 175 827	1 135 353
LIABILITIES					
Current liabilities					
Bank overdraft	-	-	-	-	-
Borrowing	-	-	-	1 518	-
Consumer deposits	-	6 418	6 418	7 538	6 418
Trade and other payables	-	69 191	69 191	67 370	69 191
Provisions	-	39 877	39 877	19 000	39 877
Total current liabilities	-	115 487	115 487	95 426	115 487
Non current liabilities					
Borrowing	-	675	675	4 704	675
Provisions	-	154 570	154 570	154 014	154 570
Total non current liabilities	-	155 245	155 245	158 719	155 245
TOTAL LIABILITIES	-	270 732	270 732	254 145	270 732
NET ASSETS	-	864 621	864 621	921 683	864 621
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	-	854 266	854 266	911 328	854 266
Reserves	-	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	-	864 621	864 621	921 683	864 621

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M05 November

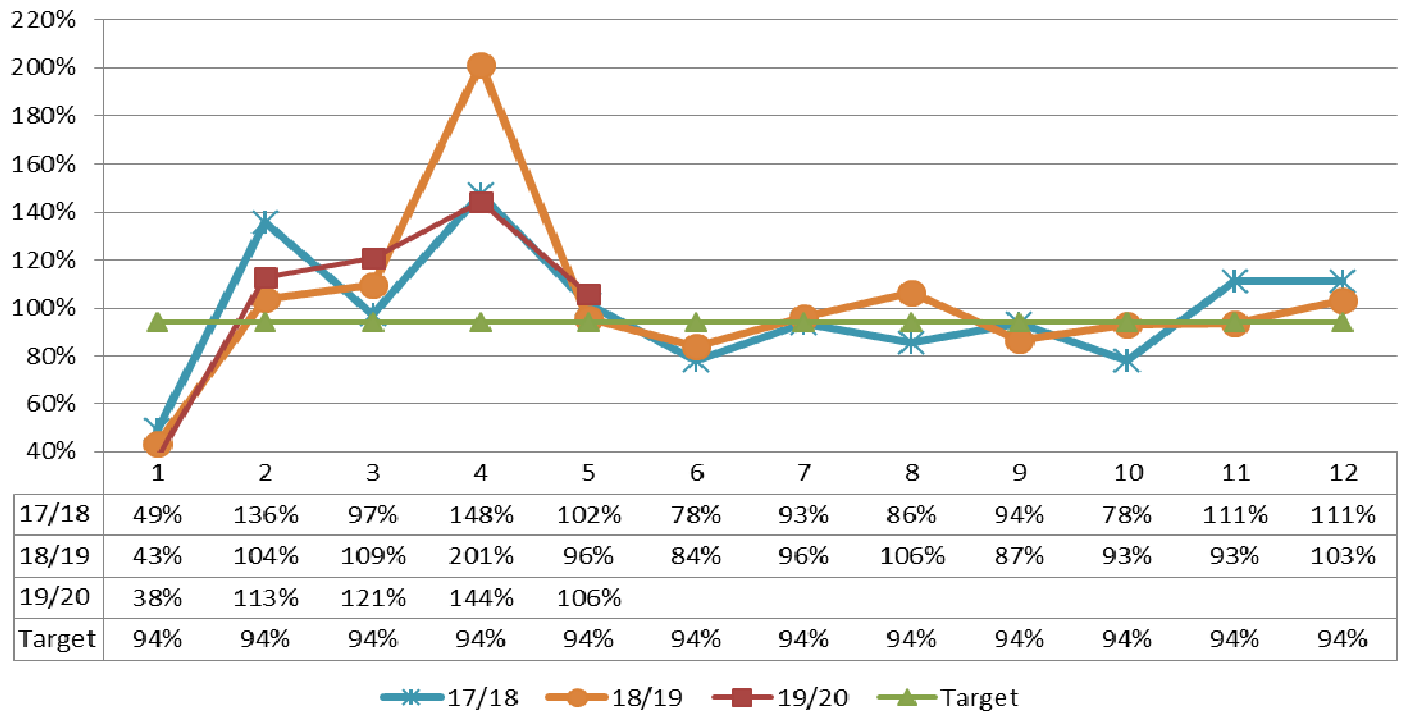
Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	-	71 559	71 559	6 169	42 420	29 816	12 604	42%	71 559
Service charges	-	330 950	330 950	25 903	144 540	137 896	6 644	5%	330 950
Other revenue	-	24 158	24 158	1 128	6 682	10 066	(3 384)	-34%	24 158
Government - operating	-	139 169	139 169	10 946	67 586	57 987	9 599	17%	139 169
Government - capital	-	50 208	50 208	3 474	17 477	20 920	(3 443)	-16%	50 208
Interest	-	16 565	16 565	638	2 473	6 902	(4 429)	-64%	16 565
Dividends	-	-	-	-	-	-	-	-	-
Payments									
Suppliers and employees	-	(530 278)	(530 278)	(47 630)	(236 192)	(220 949)	15 243	-7%	(530 278)
Finance charges	-	(1 366)	(1 366)	-	-	(569)	(569)	100%	(1 366)
Transfers and Grants	-	(30 962)	(30 962)	(7 500)	(19 211)	(12 901)	6 310	-49%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	-	70 001	70 001	(6 872)	25 774	29 167	38 575	132%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	-	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	-	(71 613)	(71 613)	(2 372)	(16 874)	(29 839)	(12 965)	43%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	-	(71 613)	(71 613)	(2 372)	(16 874)	(29 839)	(12 965)	43%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	-	-	-	48	68	-	68	-	-
Payments									
Repayment of borrowing	-	(500)	(500)	-	(22)	(208)	(186)	89%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES	-	(500)	(500)	48	46	(208)	(254)	122%	46
NET INCREASE/ (DECREASE) IN CASH HELD	-	(2 112)	(2 112)	(9 196)	8 946	(880)			-
Cash/cash equivalents at beginning:	-	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	-	89 164	89 164		103 208	90 395			92 650

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M05 November

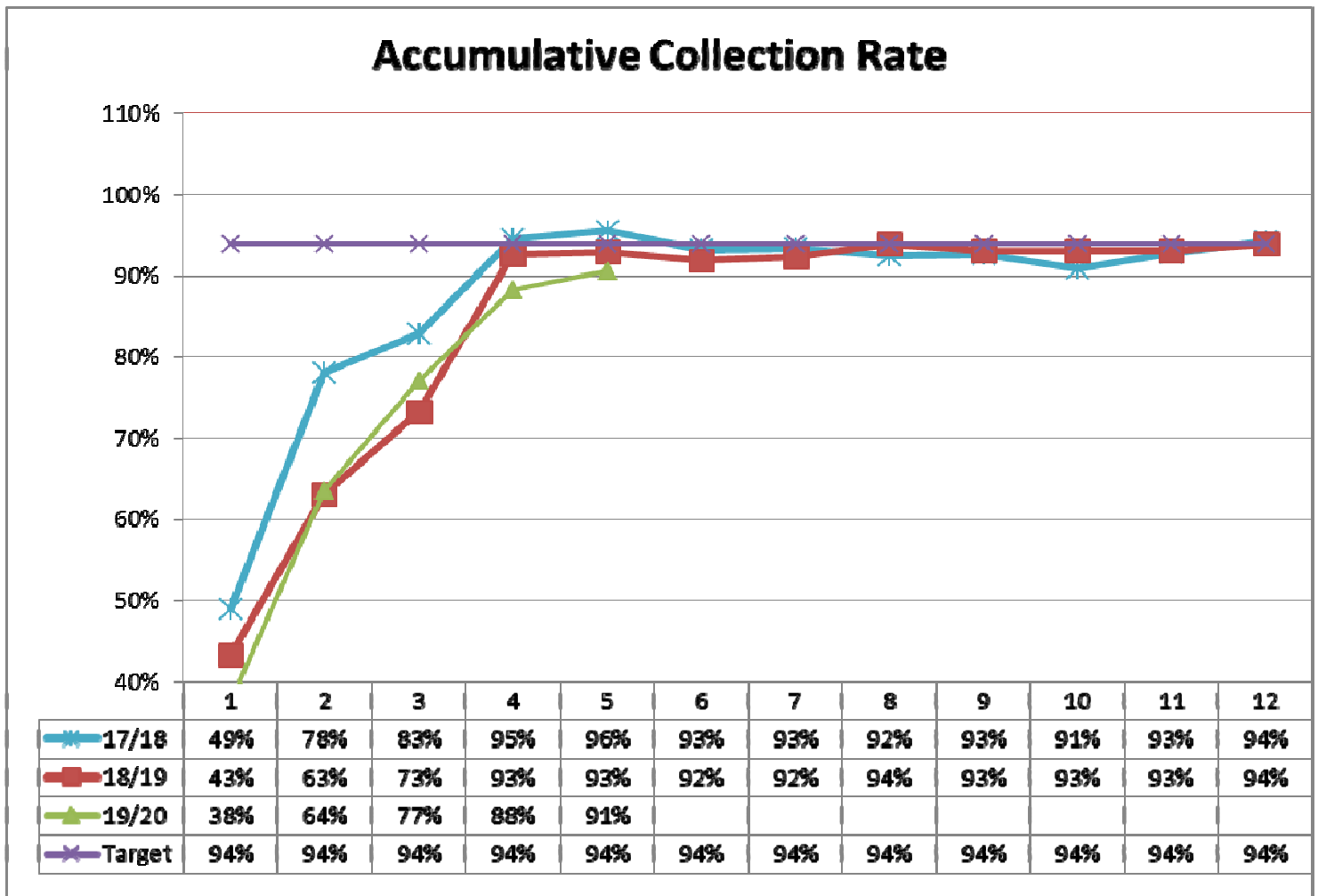
Description	NT Code	Budget Year 2019/20									Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr			
R thousands												
Debtors Age Analysis By Income Source												
Water	1200	8 760	1 166	1 662	1 945	1 111	896	5 701	38 248	59 489	47 901	
Electricity	1300	13 314	604	352	306	249	213	1 139	2 864	19 041	4 770	
Property Rates	1400	4 073	300	4 675	234	317	193	960	13 875	24 627	15 579	
Waste Water Management	1500	5 700	756	830	660	614	596	3 357	18 657	31 170	23 884	
Waste Management	1600	5 885	862	785	749	678	639	3 336	19 893	32 827	25 295	
Property Rental Debtors	1700	87	13	13	18	12	12	97	729	980	867	
Interest on Arrear Accounts	1810	1 431	87	642	148	148	141	1 197	31 214	35 009	32 848	
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-	
Other	1900	(4 318)	29	27	38	35	26	168	1 039	(2 957)	1 305	
Total By Income Source	2000	34 933	3 818	8 986	4 097	3 163	2 717	15 955	126 517	200 186	152 449	
2018/19 - totals only										-	-	
Debtors Age Analysis By Customer Group												
Organs of State	2200	558	255	1 700	85	121	64	352	3 264	6 398	3 886	
Commercial	2300	11 478	303	2 522	344	323	284	1 580	9 326	26 161	11 857	
Households	2400	22 576	3 119	4 431	3 519	2 583	2 281	13 892	110 890	163 292	133 166	
Other	2500	321	140	333	149	136	88	131	3 037	4 335	3 541	
Total By Customer Group	2600	34 933	3 818	8 986	4 097	3 163	2 717	15 955	126 517	200 186	152 449	

Debtor Collection Rate per Month



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 November 2019 amounts to 106% in comparison to the previous year 96%.

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 November 2019 106% beloop in vergelyking met die vorige jaar 96%.



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 91%.

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 91% behoort.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M05 November

Description	NT Code	Budget Year 2019/20								Total
		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	
R thousands										
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	617	-	-	-	-	-	-	-	617
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	617	-	-	-	-	-	-	-	617

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M05 November

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	10 Months	-	08/06/2020	-		-	-	20 000
Standard Bank	4 Months	-	09/12/2019	-		-	-	20 000
FNB	6 Months	-	08/02/2020	-		-	-	20 000
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	60 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M05 November

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
RECEIPTS:									
Operating Transfers and Grants									
National Government:	0	-	97 119	97 119	843	39 802	(38 959)	-97,9%	(0)
	-	-	92 850	92 850	-	38 688	(38 688)	-100,0%	0
	-	-	1 400	1 400	490	648	(158)	-24,4%	0
	-	-	2 269	2 269	354	466	(113)	-24,1%	(0)
	-	-	600	600	-	-	-		(0)
Provincial Government:	0	-	39 969	38 469	-	-	-		(0)
	-	-	29 000	29 000	-	-	-		(0)
	-	-	330	330	-	-	-		(0)
	-	-	-	-	-	-	-		
	0	-	9 639	8 139	-	-	-		(0)
	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-		
Other grant providers:	-	-	224	224	-	-	-		(0)
	-	-	1 549	1 549	-	-	-		-
	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-		
	-	-	775	775	-	-	-		
	-	-	250	250	-	-	-		
Total Operating Transfers and Grants	0	-	138 638	137 138	843	39 802	(38 959)	-97,9%	(0)
National Government:	-	-	80 490	92 012	-	-	-		(0)
	-	-	41 984	47 745	-	-	-		(0)
	-	-	18 966	18 966	-	-	-		(0)
	-	-	16 931	22 692	-	-	-		(0)
Provincial Government:	-	-	2 666	2 666	-	-	-		(0)
	-	-	1 694	1 694	-	-	-		(0)
	-	-	-	-	-	-	-		
Total Capital Transfers and Grants	-	-	83 156	94 678	-	-	-		(0)
TOTAL RECEIPTS OF TRANSFERS & GRANTS	0	-	221 794	231 816	843	39 802	(38 959)	-97,9%	(0)

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M05 November

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	-	97 119	97 119	843	39 802	40 466	(664)	-1,6%	97 119
Equitable Share	-	92 850	92 850	-	38 688	38 688	1	0,0%	92 850
Local Government Financial Management Grant [Schedule 5B]	-	1 400	1 400	490	648	583	65	11,1%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	-	2 269	2 269	354	466	945	(479)	-50,7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	-	600	600	-	-	250	(250)	-100,0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-	-
Provincial Government:	-	40 193	38 693	-	-	16 122	(16 122)	-100,0%	38 693
Housing	-	29 000	29 000	-	-	12 083	(12 083)	-100,0%	29 000
Financial Management	-	330	330	-	-	138	(138)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-	-
Regional Social Economical Programme	-	1 000	1 000	-	-	417	(417)	-100,0%	1 000
Libraries, Archives and Museum	-	9 639	8 139	-	-	3 391	(3 391)	-100,0%	8 139
Community Development Workers	-	-	-	-	-	-	-	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	-	224	224	-	-	93	(93)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-	-
Other grant providers:	-	775	775	-	-	-	-	-	775
Belguim Grant	-	250	250	-	-	-	-	-	250
Table Mountain Fund	-	525	525	-	-	-	-	-	525
Total operating expenditure of Transfers and Grants	-	138 087	136 587	843	39 802	56 588	(16 786)	-29,7%	136 587
Capital expenditure of Transfers and Grants									
National Government:	-	38 506	44 267	-	-	18 445	(18 445)	-100,0%	44 267
Municipal Infrastructure Grant [Schedule 5B]	-	18 966	18 966	-	-	7 903	(7 903)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	-	16 931	22 692	-	-	9 455	(9 455)	-100,00%	22 692
Integrated National Electrification Programme (Municipal)	-	2 609	2 609	-	-	1 087	(1 087)	-100,00%	2 609
Regional Social Economical Programme	-	-	-	-	-	-	-	-	-
Provincial Government:	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-	-
District Municipality:	-	-	-	-	-	-	-	-	-
Other grant providers:	-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	-	38 506	44 267	-	-	18 445	(18 445)	-100,0%	44 267
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	-	176 593	180 854	843	39 802	75 033	(35 231)	-47,0%	180 854

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M05 November

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	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	7 718	7 718	608	3 039	2 446	592	24%	7 718
Pension and UIF Contributions	1 137	1 137	88	441	181	260	144%	1 137
Medical Aid Contributions	227	227	16	81	40	41	100%	227
Motor Vehicle Allowance	741	741	-	-	-	-	-	741
Cellphone Allowance	1 094	1 094	78	391	364	27	7%	1 094
Housing Allowances	487	487	3	17	191	(173)	-91%	487
Other benefits and allowances	54	54	-	-	-	-	-	54
Sub Total - Councillors	11 459	11 459	794	3 970	3 223	747	23%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	1 098	1 850	(751)	-41%	3 809
Pension and UIF Contributions	783	783	17	81	380	(300)	-79%	783
Medical Aid Contributions	135	135	6	29	65	(36)	-55%	135
Overtime	-	-	-	-	-	-	-	-
Performance Bonus	891	891	46	174	432	(258)	-60%	891
Motor Vehicle Allowance	1 052	1 052	71	341	511	(169)	-33%	1 052
Cellphone Allowance	71	71	2	5	35	(30)	-86%	71
Housing Allowances	154	154	-	-	75	(75)	-100%	154
Other benefits and allowances	115	115	9	54	56	(2)	-3%	115
Payments in lieu of leave	-	-	-	-	-	-	-	-
Long service awards	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	-	-	-	-	-	-	-	-
Sub Total - Senior Managers	7 010	7 010	388	1 782	3 404	(1 621)	-48%	7 010
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 375	9 173	45 392	56 504	(11 112)	-20%	116 375
Pension and UIF Contributions	17 544	17 548	1 452	7 181	8 520	(1 339)	-16%	17 548
Medical Aid Contributions	7 793	7 793	643	3 230	3 784	(554)	-15%	7 793
Overtime	12 733	12 733	1 365	7 165	6 182	983	16%	12 733
Performance Bonus	8 186	8 186	730	3 630	3 975	(345)	-9%	8 186
Motor Vehicle Allowance	4 497	4 497	436	2 159	2 183	(24)	-1%	4 497
Cellphone Allowance	405	405	42	208	197	11	6%	405
Housing Allowances	1 649	1 649	129	643	801	(158)	-20%	1 649
Other benefits and allowances	4 318	4 322	340	1 696	2 098	(402)	-19%	4 322
Payments in lieu of leave	889	889	535	2 592	432	2 160	500%	889
Long service awards	436	436	141	707	211	496	234%	436
Post-retirement benefit obligations	11 376	11 376	606	3 029	5 524	(2 495)	-45%	11 376
Sub Total - Other Municipal Staff	185 514	186 208	15 592	77 631	90 410	(12 778)	-14%	186 208
TOTAL SALARY, ALLOWANCES & % increase	203 983	204 677	16 774	83 383	97 036	(13 653)	-14%	204 677
TOTAL MANAGERS AND STAFF	192 524	193 218	15 980	79 414	93 814	(14 400)	-15%	193 218

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 - M05 November

Description	Ref	Budget Year 2019/20											
		July Outcome	August Outcome	Sept Outcome	October Outcome	Nov Outcome	Dec Budget	January Budget	Feb Budget	March Budget	April Budget	May Budget	June Budget
R thousands	1												
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169							22 361
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720							120 248
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492							28 014
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743							7 041
Service charges - refuse		1 647	1 811	1 988	1 590	1 948							11 902
Service charges - other		-	-	-	-	-							-
Rental of facilities and equipment		240	284	382	381	281							3 531
Interest earned - external investments		434	623	77	700	638							5 730
Interest earned - outstanding debtors		-	-	-	-	-							2 227
Dividends received		-	-	-	-	-							-
Fines		208	288	300	395	239							3 486
Licences and permits		308	8	1 318	162	176							1 683
Agency services		-	-	-	-	-							4 878
Transfer receipts - operating		47 994	5 605	-	3 042	10 946							48 384
Other revenue		145	331	344	461	433							8 868
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	-	-	-	-	-	-	268 353
Other Cash Flows by Source													
Transfer receipts - capital		14 003	-	-	-	3 474							42 353
Contributions & Contributed assets		-	-	-	-	-							-
Proceeds on disposal of PPE		-	-	-	-	-							-
Short term loans		-	-	-	-	-							-
Borrowing long term/refinancing		-	-	-	-	-							-
Increase in consumer deposits		92	43	(97)	(18)	48							(68)
Receipt of non-current debtors		-	-	-	-	-							-
Receipt of non-current receivables		-	-	-	-	-							-
Change in non-current investments		-	-	-	-	-							-
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	-	-	-	-	-	-	310 638
Cash Payments by Type													
Employee related costs		13 166	13 889	13 576	14 279	21 728							86 026
Remuneration of councillors		909	910	899	906	906							6 179
Interest paid		-	-	-	-	-							1 095
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281							85 792
Bulk purchases - Water & Sewer		-	-	-	-	-							-
Other materials		1 070	1 700	1 073	1 697	2 258							8 762
Contracted services		2 576	4 884	3 656	4 506	3 368							36 059
Grants and subsidies paid - other municipalities		-	-	-	-	-							-
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500							(4 817)
General expenses		3 937	4 387	3 437	6 290	3 582							24 022
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	-	-	-	-	-	-	243 118
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372							74 580
Repayment of borrowing		-	-	22	-	-							2 978
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507							5 144
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	-	-	-	-	-	-	325 819
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	-	-	-	-	-	-	(15 181)
Cash/cash equivalents at the month/year beginning:		94 262	138 491	132 330	124 252	112 404	103 208	103 208	103 208	103 208	103 208	103 208	103 208
Cash/cash equivalents at the month/year end:		138 491	132 330	124 252	112 404	103 208	103 208	103 208	103 208	103 208	103 208	103 208	88 027

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M05 November

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July		6 777	6 941	101	101	6 941	6 840	98.6%	0%
August		6 777	6 941	3 035	3 136	13 882	10 746	77.4%	4%
September		6 777	6 941	2 468	5 604	20 823	15 218	73.1%	7%
October		6 777	6 941	6 398	12 002	27 763	15 761	56.8%	15%
November		6 777	6 941	2 200	14 202	34 704	20 502	59.1%	17%
December		6 777	6 941	–		41 645	–		
January		6 777	6 941	–		48 586	–		
February		6 777	6 941	–		55 527	–		
March		6 777	6 941	–		62 468	–		
April		6 777	6 941	–		69 408	–		
May		6 777	6 941	–		76 349	–		
June		6 777	6 941	–		83 290	–		
Total Capital expenditure	–	81 321	83 290	14 202					

3.2 SUPPLY CHAIN MANAGEMENT

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/09	Radio Frequency Identification (RFID) for wheelie bins	13-Dec-2019
08/2/17/10	Construction of the Waverenskroon Dam, Inlet Pipeline and Intake Works, Tulbagh.	24-Jan-2020
08/2/17/38	Electrification of low cost houses in Vredebos, Ceres – Phase 2	31-Jan-2020
08/2/17/40	Ceres sports fields concrete stands	05-Dec-2019
08/2/17/41	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	04-Dec-2019
08/2/17/50	Supply and delivery of (two) 2 steel containers converted into complete toilets for Bella Vista sports field	18-Dec-2019

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

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluation stage:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019	26-Nov-2019	I Barnard
08/2/17/08	Supply and delivery of New vehicles, plant and equipment	25-Oct-2019	15-Nov-2019 29-Nov-2019	O Gatyene
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019	Awaiting	C Wessels
08/2/17/16	Hiring of plant and equipment for the Witzenberg municipal area - Landfill sites	19-Sep-2019	15-Oct-2019	J Jacobs
08/2/17/33	Service provider for carpentry training	12-Nov-2019	22-Nov-2019	R Fick
08/2/17/37	Supply and delivery of Electricity metering and related equipment	08-Nov-2019	14-Nov-2019	D Greeff
08/2/17/39	Upgrade of Ceres Sportsfields	13-Nov-2019	Awaiting	H Truter
08/2/17/42	Leasing of Office space to Witzenberg Municipality in Ceres	27-Nov-2019	Awaiting	C Wessels

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/24	Service provider for training of municipal officials on various Programmes	30-Sep-2019	01-Oct-2019	I Barnard
08/2/17/28	Appointment of Architects / Architectural draughtsman for the upgrade and refurbishment of various water and sewerage infrastructure	23-Oct-2019	31-Oct-2019 25-Nov-2019	N Jacobs
08/2/17/31	Lease of the café building in pine forest holiday resort	27-Sep-2019	07-Oct-2019	R Africa
08/2/17/32	Lease of the café building at N'duli and PA Hamlet swimming pools	27-Sep-2019	Awaiting	R Africa
08/2/17/35	Removal of Existing Timber Floor and Casting of a New Concrete Floor Slab in 3 Classrooms at Zankhanye Creche, Station Road, Tulbagh	28-Nov-2019	Awaiting	R Fick
08/2/17/44	Supply and delivery of Handheld colorimeter with digital reactor block	28-Nov-2019	Awaiting	N Jacobs
08/2/17/45	Supply and delivery of 2 (two) audio leak detection devices	22-Nov-2019	Awaiting	N Jacobs

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/16/77	Sale of residential erven in Ceres, Bella vista and Tulbagh	23-Aug-2019	29-Oct-2019	11-Nov-2019
08/2/16/82	Supply and delivery of Fuel	27-Sep-2019	23-Oct-2019	28-Oct-2019
08/2/17/07	Electrical and Mechanical Maintenance of water and sewer pump stations and treatment works in Witzenberg area for a period of 24 months	26-Sep-2019	12-Nov-2019	18-Nov-2019

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

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

3.2.1.4 Bids awarded

3.2.1.4 Tenders toegeken

No bid was awarded by the Accounting Officer during the month of November 2019.

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende November 2019 nie.

FINANCE MONTHLY REPORT NOVEMBER 2019 / FINANSIES MAANDELIKSE VERSLAG – NOVEMBER 2019

The following competitive bids were awarded by the Committee during the month of November

Adjudication 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende November 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/51	25-Nov-2019	Pondo Delivery services T/A Auction Mandate	Appointment of an Auctioneer	Only responsive bidder	R 108 950.00
08/2/16/75	11-Nov-2019	Memotek Trading CC	Supply and delivery of disposable bags for refuse removal	Bidder scored the highest points	R 3 531 087.00
08/2/16/80	11-Nov-2019	Four Stones Civil CC	Roads and Stormwater Maintenance	Bidder scored the highest points	R 2 723 510.24
08/2/17/05	11-Nov-2019	Industries Education and Training Institute (PTY) Ltd	Training of Municipal officials on Accredited Electrical modular courses	Only responsive bidder	R 429 180.00
08/2/17/21	28-Nov-2019	South African Foundation for Empowerment Training & Innovation (PTY) Ltd	Supply, delivery and offloading of 30kg bags of asphalt filler or similar approved filler	Only responsive bidder	R 695 750.00
08/2/17/30	11-Nov-2019		Clearing Of Alien Vegetation In Ceres Nature Reserve:	Bidder scored the highest points	R 30 000.00
		Ply's Supplies	Polygon A		R 80 000.00
		Ply's Supplies	Polygon B		R 67 000.00
		RJC Conservation Services	Polygon D		R 59 000.00
		RJC Conservation Services	Polygon E		R 35 000.00
		Ply's Supplies	Polygon F		R 23 000.00
		Ply's Supplies	Polygon G		R 20 000.00
		Ply's Supplies	Polygon H		R 48 000.00
		RJC Conservation Services	Polygon I		R 40 000.00
		Ply's Supplies	Polygon J		R 68 000.00
RJC Conservation Services	Polygon K				

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of November 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende November 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/53	22-Nov-2019	Supply of Licences for handhelds and meter reading software	No responsive bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

No written price quotations were approved during the month of November 2019.

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende November 2019 nie.

3.2.1.7 Formal Written Price Quotations

3.2.1.7 Formele Geskrewe Prys Kwotasies

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of November 2019:

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van November 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/12	19-Nov-2019	Southern Sky Operations (Pty)Ltd	Supply and Delivery of Weaponry Items for Traffic and Law Enforcement Officers	Bidder scored the highest points	R 138 000.00	Director: Corporate Services
08/2/17/15	19-Nov-2019	Automotive Dynamix Engine Rebuilders CC	Appointment of a service provider for the rebuild/recondition and complete assemble of diesel and petrol engines	Bidder scored the highest points	R 162 769.69	Director: Technical Services
08/2/17/26	22-Nov-2019	Automotive Garage Supplies CC	Supply, delivery and installation (if needed) of Workshop equipment	Only responsive bidder	R 76 390.00	Director: Technical Services
08/2/17/43	29-Nov-2019	African Technical Innovations (Pty) Ltd	Leasing of Office space to Witzenberg Municipality in Ceres	Only responsive bidder	R 136 180.68	Director: Corporate Services

3.2.1.8 Appeals

3.2.1.8 Appelle

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

Die volgende appelle is ontvang en word hanteer deur die Rekenpligtige beampste:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

3.2.1.9 Afwykings

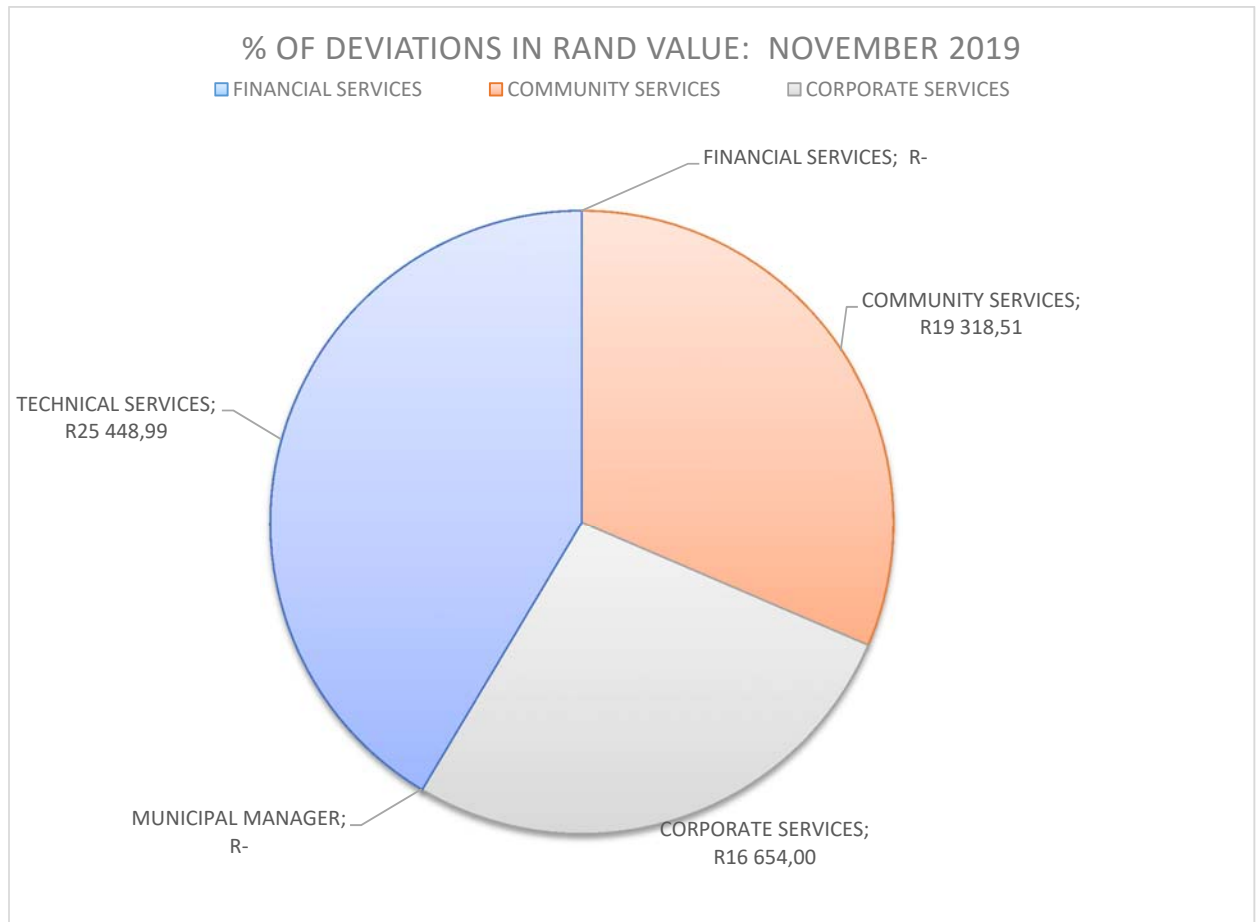
The following table contains the actuals against approved deviations by the Accounting Officer for the month of November 2019 which totals R 61 421.50:

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van November 2019 wat beloop op die totaal van R 61 421.50:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
1-Nov-19	Johan Bezuidenhout Attorneys	Legal services: Transfer of Property in Wolseley	Impractical	162447	17,132.01
4-Nov-19	Johan Bezuidenhout Attorneys	Legal services: Regulation 68 (1) applications	Impractical	162486	2,186.50
6-Nov-19	Witzenberg Herald	Publish Notice: Witzenberg draft SDF	Single supplier	162524	4,600.00
7-Nov-19	Multichoice	DSTV Subscription for Pine Forest & Control Room	Single supplier	162559	4,188.00
11-Nov-19	Trans Manufacturing (PTY) Ltd T/A Transtech	Replace gutter brooms: CT 22898	Impractical	162594	6,525.09
19-Nov-19	Witzenberg Besproeiing	Supply of material: Emergency works	Emergency	162726	5,061.30
19-Nov-19	Spilhaus	Supply of material: Emergency works	Emergency	162727	3,972.60
20-Nov-19	Dräger SA (PTY) Ltd	Calibration of Alcohol Test Instruments	Single supplier	162767	7,498.00
21-Nov-19	Witzenberg Herald	Publish Notice: Cost Containment Regulations	Single supplier	162770	4,968.00
21-Nov-19	Witzenberg Herald	Publish Notice: Integrated Zoning Scheme notice for public comment	Single supplier	162771	5,290.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
September 2019	R 1 709 006.97	R15 618 473.18	10.94%
October 2019	R 699 129.77	R15 045 560.08	4.64%
November 2019	R 61 421.50	R21 212 575.48	0.28%

DEVIATIONS PER DIRECTORATE



Logistics

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

Logistieke

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

MONTH	Sept 2019	Oct 2019	Nov 2019
Value of inventory at hand	R 8 840 963.52	R 9 387 945.80	R 9 128 037.17
Turnover rate of total value of inventory	1.48	1.35	1.39
Date of latest stores reconciliation	30 Nov 2019		
Date of last stock count	26 Sep 2019		
Date of next stock count	05 Dec 2019		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of November 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date: 17 December 2019



Monthly Budget Statement Report Section 71 for December 2019

**Financial data is in respect of the period
1 July 2019 to 30 December 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.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R 5.5 million.

The monthly billing was also done as scheduled and during this process 12 745 accounts amounting to R 26.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.5 million.

The indigent cost to the municipality for the month amounts to R 1.6 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 92%.

The municipality issued orders to the value of R 4 million of which R 1.4 million was in terms of deviations.

The municipality currently has R 84.5 million in its primary bank account and investments to the value of R40 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of December 2019 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 5.5 miljoen.

Die maandelikse rekeninge is ook gehê soos geskeduleer en tydens hierdie proses is 12 745 rekeninge ten bedrae van R 26.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.5 miljoen.

Die deernis subsidies vir die maand beloop R 1.6 miljoen.

Die opgehoopde debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 92%.

Bestellings ter waarde van R 4 miljoen uitgereik, waarvan R 1.4 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 84.5 miljoen in die primêre bankrekening en beleggings ter waarde van R 40 miljoen.

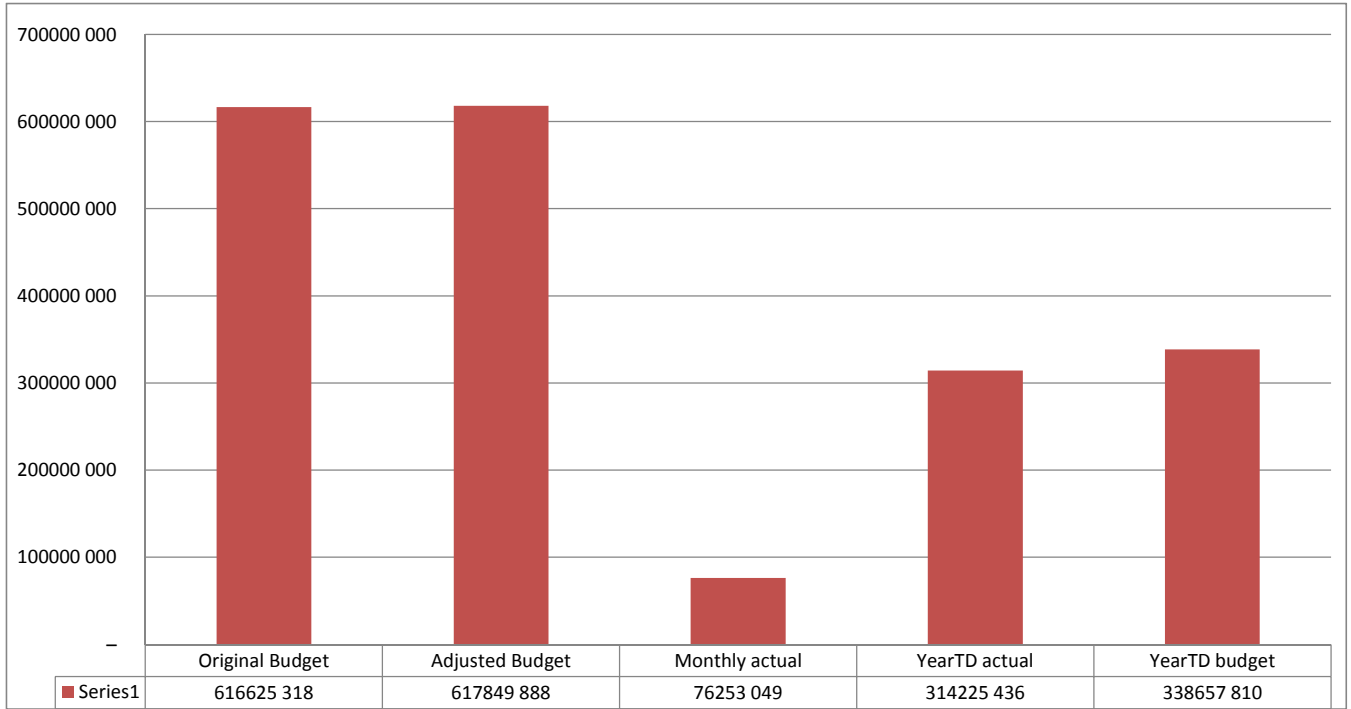
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Desember 2019 .

C OPSOMMING

Die volgende tabelle voorsien 'n opsomming van die finansiële inligting:

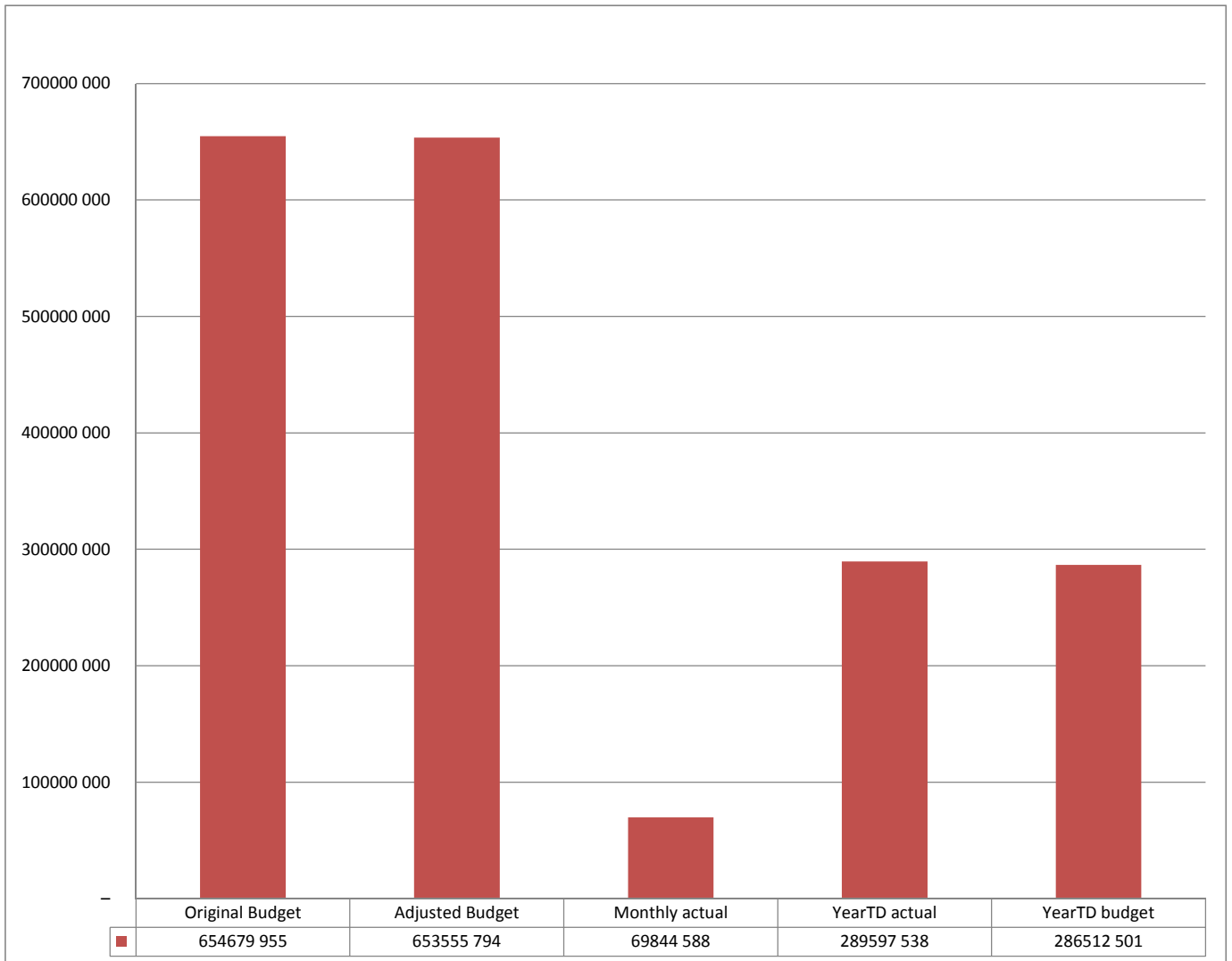
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 31 December 2019, 50.86% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 31 Desember 2019, is 50.86% van die begrote operasionele inkomste gehêf.

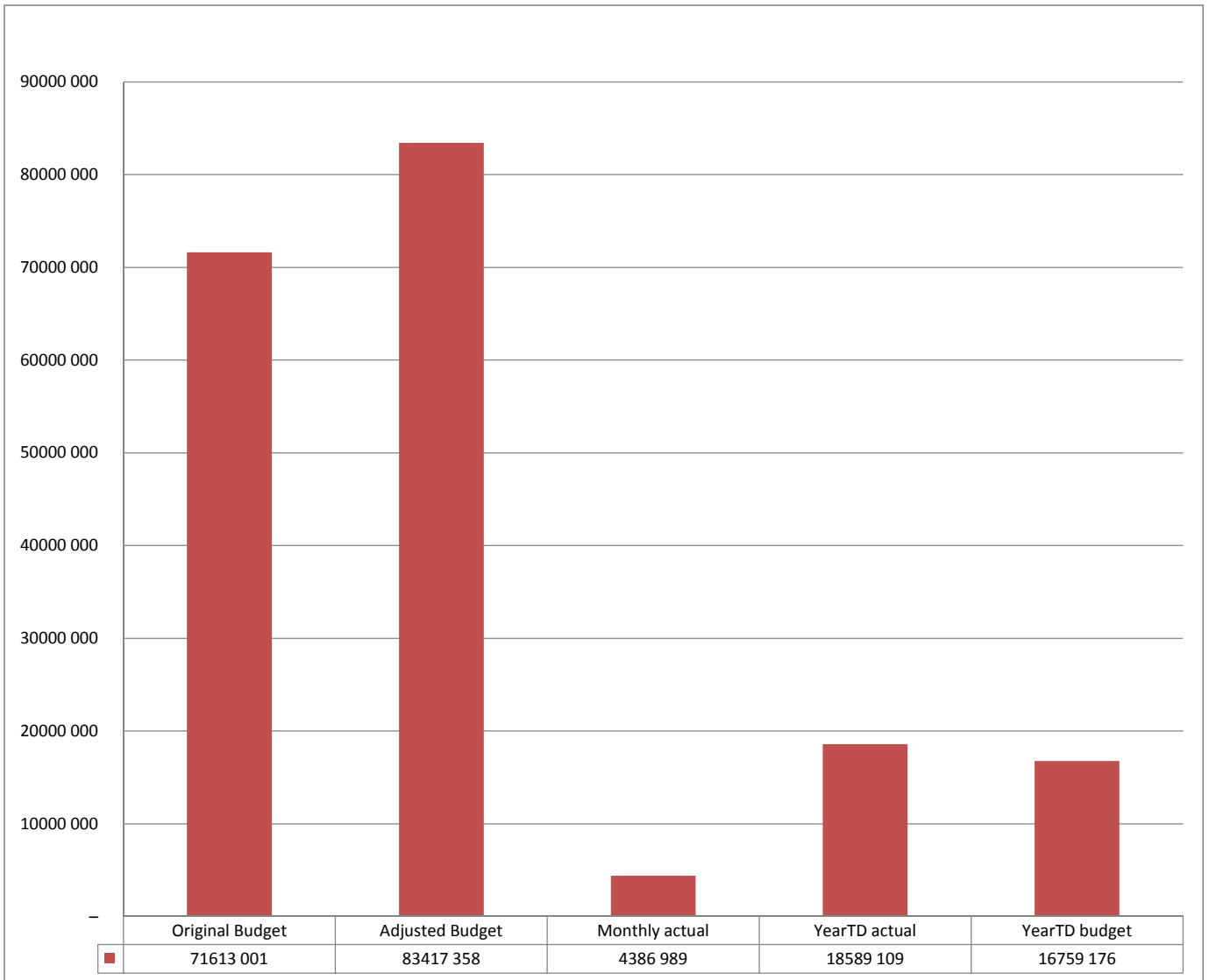
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 31 December 2019, 44.31% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 31 Desember 2019, is 44.31% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 31 December 2019, 22.28% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 31 Desember 2019, is 22.28% van die begrote kapitale uitgawes aangegaan.

There is currently also R 9.1 million on order for capital expenditure.

Daar is tans ook R 9.1 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 December 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M06 December

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	4 325	50 957	56 961	(6 004)	-11%	72 282
Service charges	305 199	346 953	346 953	23 744	160 070	165 490	(5 420)	-3%	340 789
Investment revenue	8 551	8 695	8 695	837	3 309	4 347	(1 038)	-24%	8 695
Transfers recognised - operational	87 675	138 467	138 827	44 784	84 586	86 449	(1 863)	-2%	138 827
Other own revenue	47 568	50 229	51 093	2 563	15 303	25 411	(10 108)	-40%	51 093
transfers and contributions)	518 771	616 625	617 850	76 253	314 225	338 658	(24 432)	-7%	611 686
Employee costs	9 458	192 524	193 171	17 968	97 381	96 585	796	1%	193 171
Remuneration of Councillors	9 458	11 459	11 459	794	4 764	4 844	(80)	-2%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	14 013	14 016	15 207	(1 191)	-8%	45 590
Finance charges	8 409	8 840	8 724	225	265	737	(471)	-64%	8 724
Materials and bulk purchases	204 318	246 765	244 879	14 687	97 256	100 940	(3 684)	-4%	244 879
Transfers and grants	10 019	30 962	30 904	1 827	16 269	15 216	1 053	7%	30 904
Other expenditure	260 603	118 540	118 829	20 331	59 646	52 983	6 663	13%	118 829
Total Expenditure	532 678	654 680	653 556	69 845	289 598	286 513	3 085	1%	653 556
Surplus/(Deficit)	(13 907)	(38 055)	(35 706)	6 408	24 628	52 145	(27 517)	-53%	(41 870)
Transfers recognised - capital	70 437	44 178	52 135	-	-	26 067	(26 067)	-100%	52 135
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	56 530	6 123	16 429	6 408	24 628	78 213	(53 585)	-69%	10 265
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	16 429	6 408	24 628	78 213	(53 585)	-69%	10 265
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	83 417	4 387	18 589	16 759	1 830	11%	83 417
Capital transfers recognised	54 177	45 678	52 135	1 479	6 125	6 327	(202)	-3%	52 135
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	32 479	25 935	31 283	2 908	12 464	10 432	2 032	19%	31 283
Total sources of capital funds	86 657	71 613	83 417	4 387	18 589	16 759	1 830	11%	83 417
Financial position									
Total current assets	184 006	156 835	156 835		233 958				156 835
Total non current assets	965 651	978 519	978 519		970 225				978 519
Total current liabilities	91 237	115 487	115 487		117 281				115 487
Total non current liabilities	156 015	155 245	155 245		159 869				155 245
Community wealth/Equity	902 405	864 621	864 621		927 033				864 621
Cash flows									
Net cash from (used) operating	81 900	70 001	70 001	20 830	46 603	59 960	(13 357)	-22%	70 001
Net cash from (used) investing	(83 389)	(71 613)	(71 613)	(4 469)	(21 342)	(26 607)	5 265	-20%	(71 613)
Net cash from (used) financing	(1 745)	(500)	(500)	(6)	40	(208)	248	-119%	40
end	94 272	89 164	89 164	-	119 563	124 420	(4 856)	-4%	92 650
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	34 102	4 278	3 236	8 258	3 989	3 115	15 956	129 582	202 517
Creditors Age Analysis									
Total Creditors	1 313	32	-	-	-	-	-	-	1 344

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) - M06 December

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Revenue - Functional									
Governance and administration	88 978	95 002	95 966	6 040	59 232	68 803	(9 571)	-14%	95 966
Executive and council	–	–	0	–	9	0	9	1839900%	0
Finance and administration	88 978	95 002	95 966	6 040	59 223	68 803	(9 580)	-14%	95 966
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	112 056	156 525	156 925	45 259	87 147	95 498	(8 351)	-9%	156 925
Community and social services	96 371	105 912	106 312	29 040	68 505	70 191	(1 687)	-2%	106 312
Sport and recreation	6 826	20 394	20 394	481	2 862	10 197	(7 335)	-72%	20 394
Public safety	3	728	728	–	3	364	(361)	-99%	728
Housing	8 855	29 492	29 492	15 738	15 778	14 746	1 032	7%	29 492
Economic and environmental services	40 066	34 264	35 580	405	3 023	17 928	(14 906)	-83%	35 580
Planning and development	1 791	3 669	3 669	44	561	1 834	(1 274)	-69%	3 669
Road transport	38 187	30 057	31 214	361	2 461	15 745	(13 284)	-84%	31 214
Environmental protection	88	538	698	–	1	349	(348)	-100%	698
Trading services	346 951	374 903	381 404	24 548	164 735	198 006	(33 271)	-17%	381 404
Energy sources	226 478	267 273	267 273	16 294	115 005	133 984	(18 979)	-14%	267 273
Water management	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Waste water management	45 431	26 404	26 404	2 079	14 755	17 969	(3 214)	-18%	26 404
Waste management	25 388	25 206	25 945	2 413	14 006	13 024	982	8%	25 945
Total Revenue - Functional	588 051	660 803	669 985	76 253	314 225	380 291	(66 065)	-17%	669 985
Expenditure - Functional									
Governance and administration	76 011	120 995	122 586	15 812	62 583	56 741	5 842	10%	122 586
Executive and council	22 343	28 588	28 520	2 781	11 567	12 141	(574)	-5%	28 520
Finance and administration	51 368	90 177	91 836	12 816	49 738	43 390	6 349	15%	91 836
Internal audit	2 300	2 230	2 230	215	1 278	1 211	67	6%	2 230
Community and public safety	71 893	99 678	97 398	8 812	46 073	46 503	(430)	-1%	97 398
Community and social services	23 633	26 589	26 590	2 831	12 107	12 342	(235)	-2%	26 590
Sport and recreation	25 297	28 548	27 418	3 221	12 494	12 986	(491)	-4%	27 418
Public safety	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371
Housing	12 954	35 126	34 019	2 168	17 883	16 803	1 080	6%	34 019
Economic and environmental services	59 435	69 890	70 879	8 844	28 197	26 584	1 613	6%	70 879
Planning and development	9 030	11 868	11 863	900	4 836	5 473	(636)	-12%	11 863
Road transport	49 753	55 632	56 467	7 714	22 693	19 974	2 720	14%	56 467
Environmental protection	651	2 390	2 550	230	667	1 138	(471)	-41%	2 550
Trading services	323 358	363 203	361 779	36 376	152 317	142 210	10 107	7%	361 779
Energy sources	208 229	260 127	259 824	17 523	102 874	105 848	(2 973)	-3%	259 824
Water management	37 704	28 971	28 830	6 701	17 154	10 495	6 659	63%	28 830
Waste water management	33 065	31 759	30 809	6 220	15 113	11 213	3 900	35%	30 809
Waste management	44 361	42 346	42 316	5 932	17 176	14 655	2 521	17%	42 316
Other	824	914	914	1	428	468	(40)	-9%	914
Total Expenditure - Functional	531 521	654 680	653 556	69 845	289 598	272 507	17 090	6%	653 556
Surplus/ (Deficit) for the year	56 530	6 123	16 429	6 408	24 628	107 783	(83 155)		16 429

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) - M06 December

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
Municipal governance and administration	88 978	95 002	95 966	6 040	59 232	68 803	(9 571)	-14%	95 966
Executive and council	–	–	0	–	9	0	9	1839900%	0
<i>Mayor and Council</i>	–	–	0	–	9	0	9	1839900%	0
Finance and administration	88 978	95 002	95 966	6 040	59 223	68 803	(9 580)	-14%	95 966
<i>Administrative and Corporate Support</i>	1	9	9	–	–	4	(4)	-100%	9
<i>Finance</i>	88 406	94 446	95 311	5 977	59 045	68 475	(9 431)	-14%	95 311
<i>Human Resources</i>	499	526	526	53	148	263	(115)	-44%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	20	4	104	–	–	52	(52)	-100%	104
<i>Supply Chain Management</i>	52	17	17	10	30	9	22	254%	17
Community and public safety	112 056	156 525	156 925	45 259	87 147	95 498	(8 351)	-9%	156 925
Community and social services	96 371	105 912	106 312	29 040	68 505	70 191	(1 687)	-2%	106 312
<i>Aged Care</i>	86 628	95 119	95 119	24 426	63 580	64 595	(1 015)	-2%	95 119
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	224	222	222	11	109	111	(2)	-2%	222
<i>Community Halls and Facilities</i>	495	863	863	45	219	432	(213)	-49%	863
<i>Libraries and Archives</i>	9 024	9 707	10 107	4 558	4 596	5 054	(457)	-9%	10 107
Sport and recreation	6 826	20 394	20 394	481	2 862	10 197	(7 335)	-72%	20 394
<i>Recreational Facilities</i>	6 456	7 299	7 299	478	2 830	3 650	(819)	-22%	7 299
<i>Sports Grounds and Stadiums</i>	371	13 095	13 095	3	31	6 548	(6 516)	-100%	13 095

Description	2018/19	Budget Year 2019/20						Full Year Forecast	
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Public safety	3	728	728	–	3	364	(361)	-99%	728
<i>Fire Fighting and Protection</i>	3	728	728	–	3	364	(361)	-99%	728
Housing	8 855	29 492	29 492	15 738	15 778	14 746	1 032	7%	29 492
<i>Housing</i>	8 855	29 492	29 492	15 738	15 778	14 746	1 032	7%	29 492
Economic and environmental services	40 066	34 264	35 580	405	3 023	17 928	(14 906)	-83%	35 580
Planning and development	1 791	3 669	3 669	44	561	1 834	(1 274)	-69%	3 669
<i>Economic Development/Planning</i>	388	250	250	–	–	125	(125)	-100%	250
<i>Town Planning, Building Regulations and Enforcemen</i>	1 404	2 793	2 793	44	561	1 397	(836)	-60%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	313	(313)	-100%	626
Road transport	38 187	30 057	31 214	361	2 461	15 745	(13 284)	-84%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	20 076	23 720	23 720	361	2 461	11 998	(9 537)	-79%	23 720
<i>Roads</i>	18 111	6 337	7 493	–	–	3 747	(3 747)	-100%	7 493
Environmental protection	88	538	698	–	1	349	(348)	-100%	698
<i>Biodiversity and Landscape</i>	88	538	698	–	1	349	(348)	-100%	698
Trading services	346 951	374 903	381 404	24 548	164 735	198 006	(33 271)	-17%	381 404
Energy sources	226 478	267 273	267 273	16 294	115 005	133 984	(18 979)	-14%	267 273
<i>Electricity</i>	225 770	266 452	266 452	16 294	115 005	133 573	(18 568)	-14%	266 452
<i>Street Lighting and Signal Systems</i>	708	821	821	–	–	411	(411)	-100%	821
Water management	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
<i>Water Distribution</i>	49 654	56 021	61 782	3 763	20 968	33 029	(12 061)	-37%	61 782
Waste water management	45 431	26 404	26 404	2 079	14 755	17 969	(3 214)	-18%	26 404
<i>Sewerage</i>	33 343	23 012	23 012	2 079	14 755	16 273	(1 518)	-9%	23 012
<i>Storm Water Management</i>	12 088	3 391	3 391	–	–	1 696	(1 696)	-100%	3 391
Waste management	25 388	25 206	25 945	2 413	14 006	13 024	982	8%	25 945
<i>Solid Waste Removal</i>	25 388	25 206	25 945	2 413	14 006	13 024	982	8%	25 945
Other	–	109	109	2	88	55	34	62%	109
Licensing and Regulation	–	109	109	2	88	55	34	62%	109
Total Revenue - Functional	588 051	660 803	669 985	76 253	314 225	380 291	(66 065)	-17%	669 985

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M06 December

Description	2018/19	Budget Year 2019/20						YTD variance	YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget				
R thousands										
Expenditure - Functional										
Municipal governance and administration	76 011	120 995	122 586	15 812	62 583	56 741	5 842	10%	122 586	
Executive and council	22 343	28 588	28 520	2 781	11 567	12 141	(574)	-5%	28 520	
<i>Mayor and Council</i>	14 838	18 767	18 686	2 124	7 581	7 412	169	2%	18 686	
<i>Municipal Manager, Town Secretary and Chief Execut</i>	7 505	9 822	9 834	657	3 985	4 729	(743)	-16%	9 834	
Finance and administration	51 368	90 177	91 836	12 816	49 738	43 390	6 349	15%	91 836	
<i>Administrative and Corporate Support</i>	10 401	8 615	10 044	870	6 343	4 208	2 136	51%	10 044	
<i>Asset Management</i>	100	4 392	4 392	2	142	2 191	(2 049)	-94%	4 392	
<i>Budget and Treasury Office</i>	5	-	-	-	-	-	-		-	
<i>Finance</i>	26 304	33 713	33 652	5 267	17 999	16 228	1 771	11%	33 652	
<i>Fleet Management</i>	2 598	2 796	2 596	207	1 349	1 310	39	3%	2 596	
<i>Human Resources</i>	(4 572)	19 972	19 949	3 944	13 305	9 439	3 866	41%	19 949	
<i>Information Technology</i>	2 974	3 719	3 719	596	2 508	2 264	244	11%	3 719	
<i>Legal Services</i>	2 188	1 780	2 087	1 048	2 491	1 153	1 339	116%	2 087	
<i>Marketing, Customer Relations, Publicity and Media</i>	3 064	3 630	3 775	297	1 837	1 939	(102)	-5%	3 775	
<i>Property Services</i>	1 813	3 489	3 489	49	290	1 006	(716)	-71%	3 489	
<i>Risk Management</i>	16	421	421	-	-	210	(210)	-100%	421	
<i>Supply Chain Management</i>	5 944	5 970	6 240	513	3 311	2 652	659	25%	6 240	
<i>Valuation Service</i>	534	1 680	1 473	24	163	790	(627)	-79%	1 473	
Internal audit	2 300	2 230	2 230	215	1 278	1 211	67	6%	2 230	
<i>Governance Function</i>	2 300	2 230	2 230	215	1 278	1 211	67	6%	2 230	
Community and public safety	71 893	99 678	97 398	8 812	46 073	46 503	(430)	-1%	97 398	
Community and social services	23 633	26 589	26 590	2 831	12 107	12 342	(235)	-2%	26 590	
<i>Aged Care</i>	4 533	4 296	4 267	490	2 321	1 807	514	28%	4 267	
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	2 903	3 317	3 317	220	1 439	1 540	(100)	-7%	3 317	
<i>Child Care Facilities</i>	2	819	823	0	6	415	(409)	-99%	823	
<i>Community Halls and Facilities</i>	5 568	6 080	6 080	394	2 565	2 847	(282)	-10%	6 080	
<i>Disaster Management</i>	55	47	73	13	28	15	13	88%	73	
<i>Education</i>	4	705	705	-	1	355	(354)	-100%	705	
<i>Libraries and Archives</i>	10 568	11 324	11 324	1 714	5 747	5 364	383	7%	11 324	
Sport and recreation	25 297	28 548	27 418	3 221	12 494	12 986	(491)	-4%	27 418	
<i>Community Parks (including Nurseries)</i>	6 497	6 763	6 763	608	3 322	3 103	219	7%	6 763	
<i>Recreational Facilities</i>	14 318	16 797	15 668	2 247	7 145	7 653	(508)	-7%	15 668	
<i>Sports Grounds and Stadiums</i>	4 482	4 988	4 988	366	2 028	2 230	(202)	-9%	4 988	
Public safety	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371	
<i>Fire Fighting and Protection</i>	10 010	9 416	9 371	592	3 589	4 373	(784)	-18%	9 371	
Housing	12 954	35 126	34 019	2 168	17 883	16 803	1 080	6%	34 019	
<i>Housing</i>	12 749	33 431	32 305	2 156	17 798	15 947	1 851	12%	32 305	
<i>Informal Settlements</i>	205	1 695	1 715	13	85	855	(770)	-90%	1 715	

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
Economic and environmental services	59 435	69 890	70 879	8 844	28 197	26 584	1 613	6%	70 879
Planning and development	9 030	11 868	11 863	900	4 836	5 473	(636)	-12%	11 863
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 825	2 182	2 157	142	780	906	(126)	-14%	2 157
<i>Economic Development/Planning</i>	1 570	2 227	2 247	94	1 004	965	39	4%	2 247
<i>Town Planning, Building Regulations and Enforcement</i>	4 077	4 920	4 920	528	2 233	2 465	(232)	-9%	4 920
<i>Project Management Unit</i>	1 559	2 538	2 538	136	819	1 137	(318)	-28%	2 538
Road transport	49 753	55 632	56 467	7 714	22 693	19 974	2 720	14%	56 467
<i>Police Forces, Traffic and Street Parking Control</i>	25 573	31 101	30 779	1 754	9 881	7 295	2 586	35%	30 779
<i>Roads</i>	24 181	24 531	25 688	5 961	12 813	12 678	134	1%	25 688
Environmental protection	651	2 390	2 550	230	667	1 138	(471)	-41%	2 550
<i>Biodiversity and Landscape</i>	(24)	2 390	2 550	230	667	1 138	(471)	-41%	2 550
<i>Pollution Control</i>	675	-	-	-	-	-	-		-
Trading services	323 358	363 203	361 779	36 376	152 317	142 210	10 107	7%	361 779
Energy sources	208 229	260 127	259 824	17 523	102 874	105 848	(2 973)	-3%	259 824
<i>Electricity</i>	205 241	257 067	257 000	17 431	101 388	104 125	(2 737)	-3%	257 000
<i>Street Lighting and Signal Systems</i>	2 988	3 060	2 825	93	1 487	1 723	(236)	-14%	2 825
Water management	37 704	28 971	28 830	6 701	17 154	10 495	6 659	63%	28 830
<i>Water Treatment</i>	21	1 557	1 557	2	14	778	(764)	-98%	1 557
<i>Water Distribution</i>	35 159	24 063	23 622	6 058	15 163	7 913	7 250	92%	23 622
<i>Water Storage</i>	2 524	3 351	3 651	641	1 977	1 804	173	10%	3 651
Waste water management	33 065	31 759	30 809	6 220	15 113	11 213	3 900	35%	30 809
<i>Public Toilets</i>	1 432	1 710	1 710	176	768	812	(44)	-5%	1 710
<i>Sewerage</i>	25 120	21 855	20 895	4 538	10 491	6 511	3 980	61%	20 895
<i>Storm Water Management</i>	6 508	5 720	5 720	1 505	3 852	2 654	1 197	45%	5 720
<i>Waste Water Treatment</i>	5	2 475	2 485	0	2	1 236	(1 234)	-100%	2 485
Waste management	44 361	42 346	42 316	5 932	17 176	14 655	2 521	17%	42 316
<i>Solid Waste Disposal (Landfill Sites)</i>	13 624	16 543	16 339	771	1 853	3 693	(1 840)	-50%	16 339
<i>Solid Waste Removal</i>	28 966	24 478	24 651	5 007	14 401	10 299	4 102	40%	24 651
<i>Street Cleaning</i>	1 771	1 325	1 325	153	921	662	259	39%	1 325
Other	824	914	914	1	428	468	(40)	-9%	914
Licensing and Regulation	18	60	60	1	1	41	(40)	-98%	60
Tourism	806	854	854	-	427	427	0	0%	854
Total Expenditure - Functional	531 521	654 680	653 556	69 845	289 598	272 507	17 090	6%	653 556
Surplus/ (Deficit) for the year	56 530	6 123	16 429	6 408	24 628	107 783	(83 155)	-77%	16 429

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) - M06
December**

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	92 074	5 804	58 001	66 857	(8 856)	-13.2%	92 074
Vote 2 - Community Services	132 923	181 732	182 292	45 637	89 791	108 320	(18 529)	-17.1%	182 292
Vote 3 - Corporate Services	520	539	639	53	157	319	(162)	-50.7%	639
Vote 4 - Technical Services	367 989	385 828	393 486	24 728	166 051	204 047	(37 996)	-18.6%	393 486
Vote 5 - Muncipal Manager	537	1 495	1 495	31	225	747	(522)	-69.8%	1 495
Total Revenue by Vote	588 051	660 803	669 985	76 253	314 225	380 291	(66 065)	-17.4%	669 985
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	47 141	5 839	21 807	22 546	(738)	-3.3%	47 141
Vote 2 - Community Services	99 562	136 762	134 338	10 877	57 546	56 580	966	1.7%	134 338
Vote 3 - Corporate Services	31 442	61 026	62 505	8 086	33 551	27 665	5 887	21.3%	62 505
Vote 4 - Technical Services	355 880	397 201	396 745	43 217	169 738	157 977	11 761	7.4%	396 745
Vote 5 - Muncipal Manager	10 589	12 551	12 827	1 826	6 955	6 132	823	13.4%	12 827
Total Expenditure by Vote	531 521	654 680	653 556	69 845	289 598	270 899	18 699	6.9%	653 556
Surplus/ (Deficit) for the year	56 530	6 123	16 429	6 408	24 628	109 392	(84 764)	-77.5%	16 429

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) - M06 December

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	4 325	50 957	56 961	(6 004)	-11%	72 282
Service charges - electricity revenue	221 840	265 119	265 119	16 301	115 081	122 996	(7 916)	-6%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 339	18 522	20 089	(1 566)	-8%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	1 935	13 853	10 428	3 425	33%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 168	12 614	11 977	637	5%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	7 567	315	2 298	3 509	(1 211)	-35%	7 567
Interest earned - external investments	8 551	8 695	8 695	837	3 309	4 347	(1 038)	-24%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	1 235	7 090	3 946	3 145	80%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	1	38	9 879	(9 842)	-100%	19 482
Licences and permits	1 125	165	165	63	558	82	476	578%	165
Agency services	5 630	5 420	5 420	295	1 955	2 710	(756)	-28%	5 420
Transfers recognised - operational	87 675	138 467	138 827	44 784	84 586	86 449	(1 863)	-2%	138 827
Other revenue	10 219	9 704	10 568	653	3 364	5 284	(1 920)	-36%	10 568
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	617 850	76 253	314 225	338 658	(24 432)	-7%	611 686
Expenditure By Type									
Employee related costs	149 718	192 524	193 171	17 968	97 381	96 585	796	1%	193 171
Remuneration of councillors	9 458	11 459	11 459	794	4 764	4 844	(80)	-2%	11 459
Debt impairment	40 803	33 613	33 613	8 451	17 000	14 005	2 994	21%	33 613
Depreciation & asset impairment	30 415	45 590	45 590	14 013	14 016	15 207	(1 191)	-8%	45 590
Finance charges	8 409	8 840	8 724	225	265	737	(471)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	13 270	90 014	93 526	(3 513)	-4%	229 196
Other materials	15 535	17 569	15 683	1 417	7 242	7 414	(171)	-2%	15 683
Contracted services	41 971	43 731	43 241	5 416	20 638	18 557	2 081	11%	43 241
Transfers and grants	10 019	30 962	30 904	1 827	16 269	15 216	1 053	7%	30 904
Other expenditure	37 568	41 196	41 975	6 464	22 008	20 421	1 588	8%	41 975
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	653 556	69 845	289 598	286 513	3 085	1%	653 556
Surplus/(Deficit)	(13 907)	(38 055)	(35 706)	6 408	24 628	52 145	(27 517)	(0)	(41 870)
Transfers recognised - capital	70 437	44 178	52 135	-	-	26 067	(26 067)	(0)	52 135
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	16 429	6 408	24 628	78 213			10 265
Surplus/(Deficit) attributable to	56 530	6 123	16 429	6 408	24 628	78 213			10 265
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	56 530	6 123	16 429	6 408	24 628	78 213			10 265

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing

External Audit Fees

Communication

External Computer Service

Insurance Underwriting

Travel and Subsistence

Printing, Publications and Books

Uniform and Protective Clothing

Wet Fuel

Hire 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) - M06 December

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	3 106	–	–	1 253	(1 253)	-100%	3 106
Vote 4 - Technical Services	47 388	33 049	38 810	1 539	8 548	4 100	4 448	108%	38 810
Total Capital Multi-year expenditure	48 025	36 155	41 916	1 539	8 548	5 353	3 195	60%	41 916
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	80	1	25	2	24	1301%	80
Vote 2 - Community Services	3 394	15 992	16 927	1 045	1 668	2 112	(444)	-21%	16 927
Vote 3 - Corporate Services	1 021	3 380	4 723	24	459	2 819	(2 360)	-84%	4 723
Vote 4 - Technical Services	33 524	15 950	19 715	1 777	7 888	6 474	1 415	22%	19 715
Vote 5 - Muncipal Manager	18	56	56	0	0	–	0	#DIV/0!	56
Total Capital single-year expenditure	38 631	35 458	41 501	2 848	10 041	11 406	(1 365)	-12%	41 501
Total Capital Expenditure	86 657	71 613	83 417	4 387	18 589	16 759	1 830	11%	83 417

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M06 December

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
Governance and administration	1 782	2 700	4 384	647	1 658	2 604	(945)	-36%	4 384
Executive and council	388	150	195	6	52	56	(4)	-7%	195
Finance and administration	1 394	2 550	4 190	640	1 606	2 547	(941)	-37%	4 190
Community and public safety	3 513	18 572	19 494	925	1 515	3 117	(1 602)	-51%	19 494
Community and social services	187	4 190	5 028	–	106	1 450	(1 344)	-93%	5 028
Sport and recreation	3 326	13 461	13 544	925	1 410	1 306	103	8%	13 544
Public safety	–	922	922	–	–	361	(361)	-100%	922
Housing	–	–	–	–	–	–	–	–	–
Economic and environmental services	33 399	13 808	13 816	601	6 842	5 089	1 753	34%	13 816
Planning and development	491	26	138	–	29	25	4	17%	138
Road transport	32 908	13 782	13 679	601	6 813	5 064	1 749	35%	13 679
Environmental protection	–	–	–	–	–	–	–	–	–
Trading services	47 963	36 533	45 723	2 214	8 574	5 949	2 625	44%	45 723
Energy sources	11 378	8 700	8 700	487	3 179	2 436	743	30%	8 700
Water management	12 522	19 581	27 146	226	626	1 880	(1 254)	-67%	27 146
Waste water management	22 950	7 241	8 051	982	4 100	367	3 733	1018%	8 051
Waste management	1 112	1 010	1 826	520	669	1 266	(597)	-47%	1 826
Total Capital Expenditure - Standard Classification	86 657	71 613	83 417	4 387	18 589	16 759	1 830	11%	83 417
Funded by:									
National Government	25 874	38 506	44 267	1 479	6 125	2 393	3 732	156%	44 267
Provincial Government	27 586	6 672	7 072	–	–	3 536	(3 536)	-100%	7 072
District Municipality	717	500	500	–	–	250	(250)	-100%	500
Transfers recognised - capital	54 177	45 678	52 135	1 479	6 125	6 327	(202)	-3%	52 135
Borrowing	–	–	–	–	–	–	–	–	–
Internally generated funds	32 479	25 935	31 283	2 908	12 464	10 432	2 032	19%	31 283
Total Capital Funding	86 657	71 613	83 417	4 387	18 589	16 759	1 830	11%	83 417

The table provides detail of the municipality’s financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M06 December

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash and cash equivalents	94 272	89 164	89 164	119 573	89 164
Consumer debtors	58 357	29 579	29 579	64 118	29 579
Other debtors	19 685	26 690	26 690	40 202	26 690
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 402	10 065	11 402
Total current assets	184 006	156 835	156 835	233 958	156 835
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	45 660	44 350	45 660
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	929 659	922 968	929 659
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 650	2 356	2 650
Other non-current assets	550	550	550	550	550
Total non current assets	965 651	978 519	978 519	970 225	978 519
TOTAL ASSETS	1 149 656	1 135 353	1 135 353	1 204 183	1 135 353
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	6 418	7 544	6 418
Trade and other payables	62 785	69 191	69 191	88 489	69 191
Provisions	21 302	39 877	39 877	21 249	39 877
Total current liabilities	91 237	115 487	115 487	117 281	115 487
Non current liabilities					
Borrowing	4 704	675	675	4 704	675
Provisions	151 311	154 570	154 570	155 165	154 570
Total non current liabilities	156 015	155 245	155 245	159 869	155 245
TOTAL LIABILITIES	247 252	270 732	270 732	277 150	270 732
NET ASSETS	902 405	864 621	864 621	927 033	864 621
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	854 266	916 678	854 266
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	902 405	864 621	864 621	927 033	864 621

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M06 December

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	4 338	46 758	47 866	(1 109)	-2%	71 559
Service charges	299 778	330 950	330 950	26 934	171 473	156 183	15 291	10%	330 950
Other revenue	1 076	24 158	24 158	1 488	8 171	12 301	(4 130)	-34%	24 158
Government - operating	126 944	139 169	139 169	25 708	93 294	99 942	(6 648)	-7%	139 169
Government - capital	36 531	50 208	50 208	10 000	27 477	25 972	1 505	6%	50 208
Interest	11 596	16 565	16 565	728	3 200	6 212	(3 012)	-48%	16 565
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(530 278)	(46 442)	(282 635)	(274 933)	7 702	-3%	(530 278)
Finance charges	(651)	(1 366)	(1 366)	(46)	(46)	(682)	(636)	93%	(1 366)
Transfers and Grants	(10 019)	(30 962)	(30 962)	(1 877)	(21 089)	(12 901)	8 188	-63%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	81 900	70 001	70 001	20 830	46 603	59 960	17 150	29%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(71 613)	(4 469)	(21 342)	(26 607)	(5 265)	20%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(83 389)	(71 613)	(71 613)	(4 469)	(21 342)	(26 607)	(5 265)	20%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	(6)	62	-	62		-
Payments									
Repayment of borrowing	(2 477)	(500)	(500)	-	(22)	(208)	(186)	89%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 745)	(500)	(500)	(6)	40	(208)	(248)	119%	40
NET INCREASE/ (DECREASE) IN CASH HELD	(3 234)	(2 112)	(2 112)	16 355	25 301	33 144			(1 612)
Cash/cash equivalents at beginning:	97 506	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	94 272	89 164	89 164		119 563	124 420			92 650

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M06 December

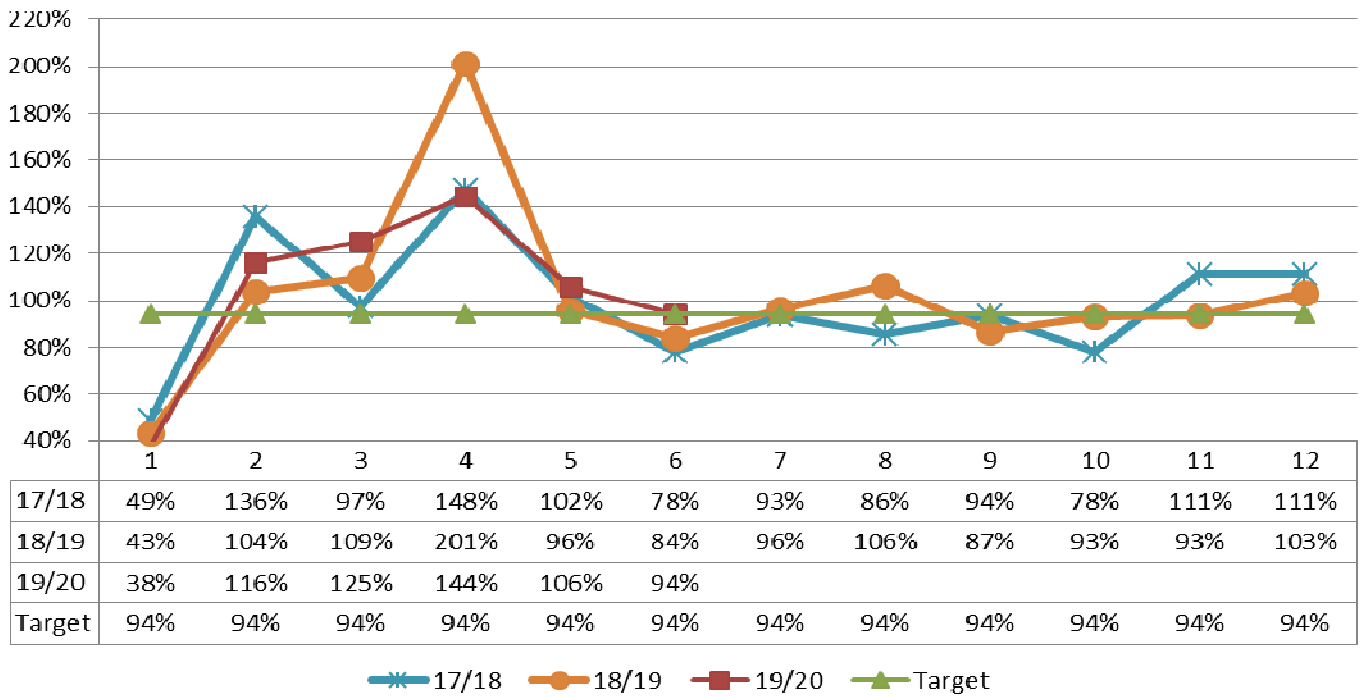
Ref	Description	Variance Rand Value	Variance	Reasons for material deviations
1	Revenue By Source			
	Property rates	(6 004)	-11%	Department of Public Works' billing and collection adjusted to monthly.
	Service charges - electricity revenue	(7 916)	-6%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Service charges - water revenue	(1 566)	-8%	Immaterial variance
	Service charges - sanitation revenue	3 425	33%	Immaterial variance
	Service charges - refuse revenue	637	5%	Immaterial variance
	Service charges - other	-		
	Interest earned - external investments	(1 038)	-24%	Immaterial variance
	Dividends received	-		
	Fines, penalties and forfeits	(9 842)	-100%	Fines Revenue Recognised on an Annual Basis.
	Agency services	(756)	-28%	Immaterial variance
	Transfers and subsidies	(1 863)	-2%	Immaterial variance
	Other revenue	(1 920)	-36%	Underperformance linked to VAT income on Transfers Recognised Capital - low capital expenditure to date.
	Gains on disposal of PPE	-		
	Expenditure By Type			
2	Expenditure By Type			
	Employee related costs	796	1%	Immaterial variance
	Remuneration of councillors	(80)	-2%	Immaterial variance
	Debt impairment	2 994	21%	Increase in outstanding debt. Adjustment required in Adjustment Budget.
	Depreciation & asset impairment	(1 191)	-8%	Immaterial variance
	Finance charges	(471)	-64%	Interest Charges relating to Landfil Sites recognised on an annual basis
	Bulk purchases	(3 513)	-4%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Other materials	(171)	-2%	Immaterial variance
	Contracted services	2 081	11%	Immaterial variance
	Transfers and subsidies	1 053	7%	Immaterial variance
	Other expenditure	1 588	8%	Immaterial variance
	Loss on disposal of PPE			
	Capital Expenditure			
3	Capital Expenditure			
	Financial Position			
4	Financial Position			
		-		
		-		
	Cash Flow	-		
5	Cash Flow			
	Receipts			
	Government - operating	(4 130)	-34%	Low collection of fines experienced.
	Interest	(3 012)	-48%	Increase in outstanding debt.
	Payments			
	Transfers and Grants	(636)	93%	New loans to be taken up by the municipality.
	Transfers and Grants	8 188	-63%	Rollout of Top Structures in progress.
	Capital assets	(5 265)	20%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
	Repayment of borrowing	(186)	89%	New loans to be taken up by the municipality.
		-		
6	Measureable performance			
		-		
		-		
		-		
		-		
7	Municipal Entities			
		-		
		-		
		-		
		-		
		-		

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M06 December

Description	NT Code	Budget Year 2019/20									Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr			
R thousands												
Debtors Age Analysis By Income Source												
Water	1200	8 742	1 520	1 091	1 618	1 915	1 089	5 621	39 100	60 696	49 343	
Electricity	1300	12 469	535	230	274	261	247	1 137	3 052	18 204	4 971	
Property Rates	1400	4 043	300	268	4 128	218	310	968	14 005	24 240	19 629	
Waste Water Management	1500	5 320	860	708	807	647	601	3 386	19 139	31 468	24 580	
Waste Management	1600	5 926	902	801	748	723	657	3 404	20 377	33 538	25 909	
Property Rental Debtors	1700	86	13	12	13	18	12	94	748	995	884	
Interest on Arrear Accounts	1810	1 406	95	100	642	170	166	1 177	32 104	35 861	34 260	
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-	
Other	1900	(3 889)	53	26	27	38	34	168	1 058	(2 486)	1 325	
Total By Income Source	2000	34 102	4 278	3 236	8 258	3 989	3 115	15 956	129 582	202 517	160 900	
2019/20 - totals only										-	-	
Debtors Age Analysis By Customer Group												
Organs of State	2200	249	315	94	1 281	60	110	345	3 297	5 751	5 092	
Commercial	2300	10 662	351	239	2 408	316	318	1 606	9 548	25 449	14 196	
Households	2400	22 820	3 459	2 764	4 240	3 464	2 550	13 804	113 677	166 779	137 736	
Other	2500	371	153	138	330	150	136	201	3 059	4 537	3 876	
Total By Customer Group	2600	34 102	4 278	3 236	8 258	3 989	3 115	15 956	129 582	202 517	160 900	

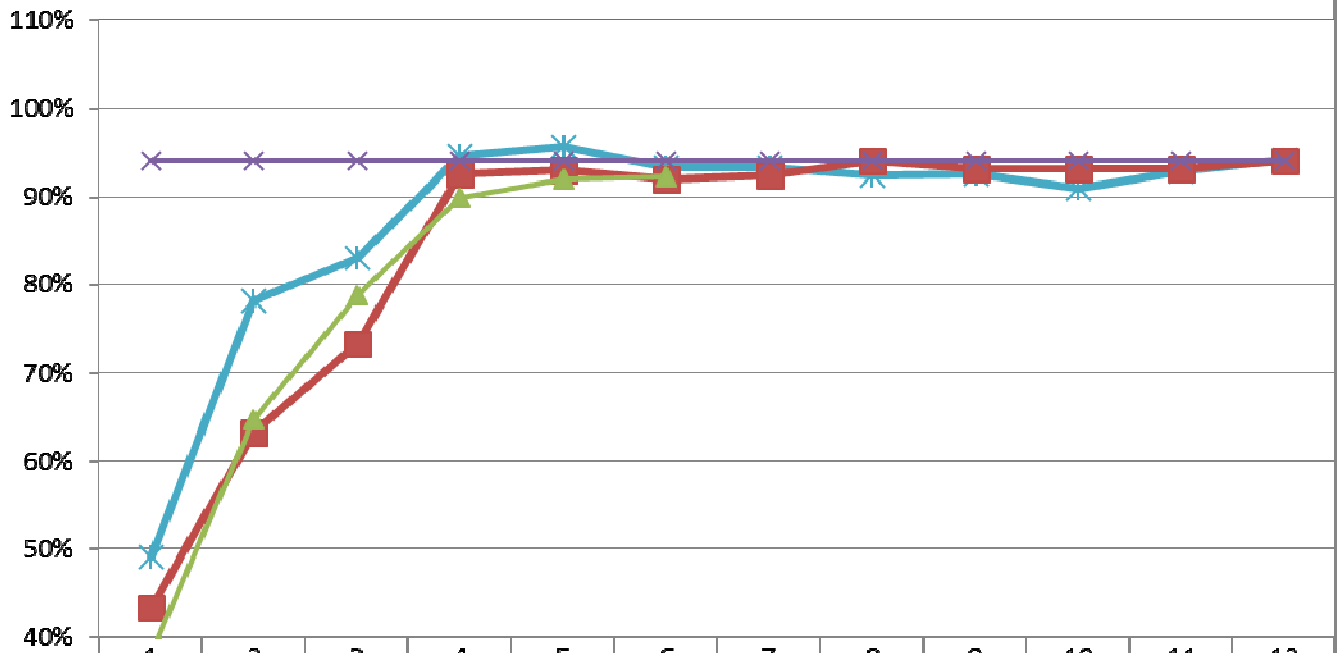
Debtor Collection Rate per Month



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 December 2019 amounts to 94% in comparison to the previous year 84%.

Die doel van hierdie grafiek is om die verhouding van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Desember 2019 94% beloop in vergelyking met die vorige jaar 84 %.

Accumulative Collection Rate



	1	2	3	4	5	6	7	8	9	10	11	12
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%
19/20	38%	65%	79%	90%	92%	92%						
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 92%.

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 92% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M06 December

Description	NT Code	Budget Year 2019/20								
		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
R thousands										
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	1 313	32	-	-	-	-	-	-	1 344
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	1 313	32	-	-	-	-	-	-	1 344

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M06 December

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-	-	-	-	-
Investec	-	-	-	-	-	-	-	-
Nedbank	10 Months	-	08/06/2020	-	-	-	-	20 000
Standard Bank	4 Months	-	09/12/2019	-	-	-	-	-
FNB	6 Months	-	08/02/2020	-	-	-	-	20 000
	-	-	-	-	-	-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	40 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M06 December

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	24 503	64 305	40 466	23 839	58.9%	97 119
Equitable Share	92 850	92 850	23 882	62 570	38 688	23 883	61.7%	92 850
Local Government Financial Management Grant [Sche	1 400	1 400	77	725	583	142	24.3%	1 400
Expanded Public Works Programme Integrated Grant f	2 269	2 269	544	1 010	945	65	6.9%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	250	(250)	-100.0%	600
Provincial Government:	40 573	39 073	20 281	20 281	16 281	4 159	25.5%	38 693
Housing	29 000	29 000	15 729	15 729	12 083	3 646	30.2%	29 000
Financial Management	330	330	-	-	138	(138)	-100.0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	417	(417)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	4 552	4 552	3 391	1 161	34.2%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	158	-	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	93	(93)	-100.0%	224
Other grant providers:	775	775	-	-	-	-	-	775
<i>Belguim Grant</i>	250	250	-	-	-	-	-	250
<i>Table Mountain Fund</i>	525	525	-	-	-	-	-	525
Total Operating Transfers and Grants	138 467	136 967	44 784	84 586	56 747	27 998	49.3%	136 587
Capital Transfers and Grants								
National Government:	41 984	47 745	-	-	19 894	(19 894)	-100.0%	47 745
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	-	-	7 903	(7 903)	-100.0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	22 692	-	-	9 455	(9 455)	-100.0%	22 692
Integrated National Electrification Programme (Mun	2 609	2 609	-	-	1 087	(1 087)	-100.0%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	1 449	(1 449)	-100.0%	3 478
Provincial Government:	1 694	1 694	-	-	706	(706)	-100.0%	972
<i>Housing</i>	-	-	-	-	-	-	-	-
<i>Sport & Recreation</i>	972	972	-	-	405	-	-	972
<i>Main Roads</i>	722	722	-	-	301	-	-	-
<i>Fire Service Capacity Building Grant</i>	-	-	-	-	-	-	-	-
Total Capital Transfers and Grants	43 678	49 439	-	-	20 600	(20 600)	-100.0%	48 717
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	186 406	44 784	84 586	77 346	7 398	9.6%	185 304

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M06 December

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	24 503	64 305	40 466	23 839	58.9%	97 119
Equitable Share	92 850	92 850	23 882	62 570	38 688	23 883	61.7%	92 850
Local Government Financial Management Grant [Schedule 5B]	1 400	1 400	77	725	583	142	24.3%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	2 269	2 269	544	1 010	945	65	6.9%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	250	(250)	-100.0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-
Provincial Government:	40 573	39 073	20 281	20 281	16 281	4 159	25.5%	38 693
Housing	29 000	29 000	15 729	15 729	12 083	3 646	30.2%	29 000
Financial Management	330	330	-	-	138	(138)	-100.0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	417	(417)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	4 552	4 552	3 391	1 161	34.2%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	158	-	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	93	(93)	-100.0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	-	-	-	775
Belguim Grant	250	250	-	-	-	-	-	250
Table Mountain Fund	525	525	-	-	-	-	-	525
Total operating expenditure of Transfers and Grants	138 467	136 967	44 784	84 586	56 747	27 998	49.3%	136 587
Capital expenditure of Transfers and Grants								
National Government:	41 984	47 745	-	-	19 894	(19 894)	-100.0%	47 745
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	-	-	7 903	(7 903)	-100.00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	22 692	-	-	9 455	(9 455)	-100.00%	22 692
Integrated National Electrification Programme (Municipal)	2 609	2 609	-	-	1 087	(1 087)	-100.00%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	1 449	(1 449)	-100.00%	3 478
Provincial Government:	1 694	1 694	-	-	706	(706)	-100.0%	972
Housing	-	-	-	-	-	-	-	-
Sport & Recreation	972	972	-	-	405	-	-	972
Main Roads	722	722	-	-	301	-	-	-
District Municipality:	-	-	-	-	-	-	-	-
Other grant providers:	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	43 678	49 439	-	-	20 600	(20 600)	-100.0%	48 717
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	182 145	186 406	44 784	84 586	77 346	7 398	9.6%	185 304

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M06 December

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C					%	D
R thousands								
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	608	3 647	3 670	(23)	-1%	7 718
Pension and UIF Contributions	1 137	1 137	88	530	270	260	96%	1 137
Medical Aid Contributions	227	227	16	97	61	37	60%	227
Motor Vehicle Allowance	741	741	-	-	-	-		741
Cellphone Allowance	1 094	1 094	78	469	543	(74)	-14%	1 094
Housing Allowances	487	487	3	21	300	(279)	-93%	487
Other benefits and allowances	54	54	-	-	-	-		54
Sub Total - Councillors	11 459	11 459	794	4 764	4 844	(80)	-2%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	1 336	1 905	(569)	-30%	3 809
Pension and UIF Contributions	783	783	17	98	392	(294)	-75%	783
Medical Aid Contributions	135	135	6	35	67	(32)	-48%	135
Overtime	-	-	-	-	-	-		-
Performance Bonus	891	891	46	220	445	(226)	-51%	891
Motor Vehicle Allowance	1 052	1 052	68	409	526	(117)	-22%	1 052
Cellphone Allowance	71	71	21	26	36	(9)	-27%	71
Housing Allowances	154	154	-	-	77	(77)	-100%	154
Other benefits and allowances	115	115	9	63	57	6	10%	115
Payments in lieu of leave	-	-	-	-	-	-		-
Long service awards	-	-	-	-	-	-		-
Post-retirement benefit obligations	-	-	-	-	-	-		-
Sub Total - Senior Managers	7 010	7 010	404	2 186	3 505	(1 319)	-38%	7 010
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 328	9 303	54 695	58 164	(3 469)	-6%	116 328
Pension and UIF Contributions	17 544	17 548	1 432	8 614	8 774	(160)	-2%	17 548
Medical Aid Contributions	7 793	7 793	638	3 868	3 896	(28)	-1%	7 793
Overtime	12 733	12 733	1 300	8 465	6 367	2 098	33%	12 733
Performance Bonus	8 186	8 186	671	4 301	4 093	208	5%	8 186
Motor Vehicle Allowance	4 497	4 497	444	2 604	2 249	355	16%	4 497
Cellphone Allowance	405	405	41	249	202	46	23%	405
Housing Allowances	1 649	1 649	126	769	824	(55)	-7%	1 649
Other benefits and allowances	4 318	4 322	386	2 082	2 161	(79)	-4%	4 322
Payments in lieu of leave	889	889	2 445	5 037	445	4 592	1033%	889
Long service awards	436	436	141	848	218	631	290%	436
Post-retirement benefit obligations	11 376	11 376	606	3 634	5 688	(2 054)	-36%	11 376
Sub Total - Other Municipal Staff	185 514	186 161	17 533	95 165	93 080	2 084	2%	186 161
TOTAL SALARY, ALLOWANCES &	203 983	204 630	18 731	102 115	101 429	686	1%	204 630
% increase								
TOTAL MANAGERS AND STAFF	192 524	193 171	17 937	97 351	96 585	766	1%	193 171

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M06 December

Description	Ref	Budget Year 2019/20											
		July Outcome	August Outcome	Sept Outcome	October Outcome	Nov Outcome	Dec Outcome	January Budget	Feb Budget	March Budget	April Budget	May Budget	June Budget
R thousands	1												
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169	4 338						18 024
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437						99 811
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726						25 288
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954						5 087
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817						10 085
Service charges - other		-	-	-	-	-	-						-
Rental of facilities and equipment		240	284	382	381	281	231						3 300
Interest earned - external investments		434	623	77	700	638	728						5 002
Interest earned - outstanding debtors		-	-	-	-	-	-						2 227
Dividends received		-	-	-	-	-	-						-
Fines		208	288	300	395	239	177						3 309
Licences and permits		308	8	1 318	162	176	704						979
Agency services		-	-	-	-	-	-						4 878
Transfer receipts - operating		47 994	5 605	-	3 042	10 946	25 708						22 676
Other revenue		145	331	344	461	433	376						8 492
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	59 195	-	-	-	-	-	209 158
Other Cash Flows by Source													
Transfer receipts - capital		14 003	-	-	-	3 474	10 000						32 353
Contributions & Contributed assets		-	-	-	-	-	-						-
Proceeds on disposal of PPE		-	-	-	-	-	-						-
Short term loans		-	-	-	-	-	-						-
Borrowing long term/refinancing		-	-	-	-	-	-						-
Increase in consumer deposits		92	43	(97)	(18)	48	(6)						(62)
Receipt of non-current debtors		-	-	-	-	-	-						-
Receipt of non-current receivables		-	-	-	-	-	-						-
Change in non-current investments		-	-	-	-	-	-						-
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	69 189	-	-	-	-	-	241 449
Cash Payments by Type													
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740						71 286
Remuneration of councillors		909	910	899	906	906	906						5 273
Interest paid		-	-	-	-	-	46						1 050
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283						70 509
Bulk purchases - Water & Sewer		-	-	-	-	-	-						-
Other materials		1 070	1 700	1 073	1 697	2 258	1 132						7 630
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163						30 896
Grants and subsidies paid - other municipalities		-	-	-	-	-	-						-
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500	1 877						(6 695)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219						16 803
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	46 366	-	-	-	-	-	196 752
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469						70 111
Repayment of borrowing		-	-	22	-	-	-						2 978
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000						3 144
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	52 834	-	-	-	-	-	272 985
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	16 355	-	-	-	-	-	(31 536)
Cash/cash equivalents at the month/year beginning:		94 262	138 491	132 330	124 252	112 404	103 208	119 563	119 563	119 563	119 563	119 563	119 563
Cash/cash equivalents at the month/year end:		138 491	132 330	124 252	112 404	103 208	119 563	119 563	119 563	119 563	119 563	119 563	88 027

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M06 December

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	–	5 968	6 951	101	101	6 951	6 851	98.6%	0%
August	2 395	5 968	6 951	3 035	3 136	13 903	10 767	77.4%	4%
September	3 895	5 968	6 951	2 468	5 604	20 854	15 250	73.1%	8%
October	4 259	5 968	6 951	6 398	12 002	27 806	15 803	56.8%	17%
November	5 596	5 968	6 951	2 200	14 202	34 757	20 555	59.1%	20%
December	4 014	5 968	6 951	4 387	18 589	41 709	23 120	55.4%	26%
January	2 324	5 968	6 951	–	–	48 660	–	–	–
February	5 448	5 968	6 951	–	–	55 612	–	–	–
March	6 120	5 968	6 951	–	–	62 563	–	–	–
April	10 087	5 968	6 951	–	–	69 514	–	–	–
May	3 737	5 968	6 951	–	–	76 466	–	–	–
June	38 783	5 968	6 951	–	–	83 417	–	–	–
Total Capital expenditure	86 657	71 613	83 417	18 589					

3.2 SUPPLY CHAIN MANAGEMENT

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/10	Construction of the Waverenskroon Dam, Inlet Pipeline and Intake Works, Tulbagh.	24-Jan-2020
08/2/17/38	Electrification of low cost houses in Vredebes, Ceres – Phase 2	31-Jan-2020

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

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluation stage:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019	26-Nov-2019	I Barnard
08/2/17/09	Radio Frequency Identification (RFID) for wheelie bins	13-Dec-2019	Awaiting	J Jacobs
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019	06-Dec-2019	C Wessels
08/2/17/16	Hiring of plant and equipment for the Witzenberg municipal area - Landfill sites	19-Sep-2019	15-Oct-2019	J Jacobs
08/2/17/41	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	04-Dec-2019	Awaiting	R Hendricks
08/2/17/50	Supply and delivery of (two) 2 steel containers converted into complete toilets for Bella Vista sports field	18-Dec-2019	19-Dec-2019	H Truter

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/24	Service provider for training of municipal officials on various Programmes	30-Sep-2019	01-Oct-2019	I Barnard
08/2/17/28	Appointment of Architects / Architectural draughtsman for the upgrade and refurbishment of various water and sewerage infrastructure	23-Oct-2019	31-Oct-2019 25-Nov-2019	N Jacobs
08/2/17/35	Removal of Existing Timber Floor and Casting of a New Concrete Floor Slab in 3 Classrooms at Zanokhanye Creche, Station Road, Tulbagh	28-Nov-2019	9-Dec-2019	R Fick
08/2/17/44	Supply and delivery of Handheld colorimeter with digital reactor block	28-Nov-2019	18-Dec-2019	N Jacobs
08/2/17/45	Supply and delivery of 2 (two) audio leak detection devices	22-Nov-2019	18-Dec-2019	N Jacobs
08/2/17/53	Supply of Licenses for handhelds and meter reading software	22-Nov-2019	10-Dec-2019	C Stevens
08/2/17/59	Supply And Delivery Of Split Prepayment Electricity Meters	11-Dec-2019	Awaiting	D Greeff
08/2/17/64	Supply and servicing of portable chemical toilets and emptying of septic tanks in the Witzenberg area (3 months)	12-Dec-2019	Awaiting	N Jacobs

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/08	Supply and delivery of New vehicles, plant and equipment	25-Oct-2019	18-Dec-2019	20-Dec-2019
08/2/17/33	Service provider for carpentry training	12-Nov-2019	10-Dec-2019	20-Dec-2019
08/2/17/42	Leasing of Office space to Witzenberg Municipality in Ceres	27-Nov-2019	10-Dec-2019	17-Dec-2019 20-Dec-2019

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

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

3.2.1.4 Bids awarded

The following bid was awarded by the Accounting Officer during the month of December 2019:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Desember 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/55	18-Dec-2019	Ontec Systems (PTY) Ltd	Revenue Enhancement Services	Only responsive bidder	R 10 908 115.29 (Incl. VAT)

The following competitive bids were awarded by the Adjudication Committee during the month of December 2019:

Die volgende mededingende tenders was toegeken deur die Tender Toekennings Komitee gedurende Desember 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/16/77	20-Dec-2019	Various bidders	Sale of residential erven in Ceres, Bella vista and Tulbagh	Bidder offered the highest price	Various prices
08/2/17/07	04-Dec-2019	Viking Pony Africa Pumps (PTY) Ltd T/A Tricom Africa	Electrical and Mechanical Maintenance of water and sewer pump stations and treatment works in Witzenberg area for a period of 24 months	Bidder scored the highest points	R 6 500 000.00
08/2/17/37	17-Dec-2019	No award	Supply And Delivery of Electricity Metering and Related Equipment Cluster 1	No responsive bidder	-
		Landis & Gyr	Cluster 2	Only responsive bidder	R 736 935.36
08/2/17/39	17-Dec-2019	C Devine t/a Blue Wood Landscaping	Upgrade of Ceres Sportsfields	Bidder scored the highest points	R 7 409 311.95

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of December 2019:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Desember 2019:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/16/82	04-Dec-2019	Supply and delivery of Fuel	No responsive bids received
08/2/17/32	04-Dec-2019	Lease of the café building at N'duli and PA Hamlet swimming pools	No bids received
08/2/17/40	05-Dec-2019	Ceres sports fields concrete stands	No bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

No written price quotations were approved during the month of December 2019.

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende Desember 2019 nie.

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of December 2019:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Desember 2019:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/31	17-Dec-2019	Nashaad Kitchen	Lease of the café building in pine forest holiday resort	Bidder scored the highest points	R 3 000.00 per month payable to municipality	Acting Director: Community Services

3.2.1.8 Appeals

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

3.2.1.8 Appèlle

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of December 2019 which totals R 1 448 039.56:

3.2.1.9 Afwykings

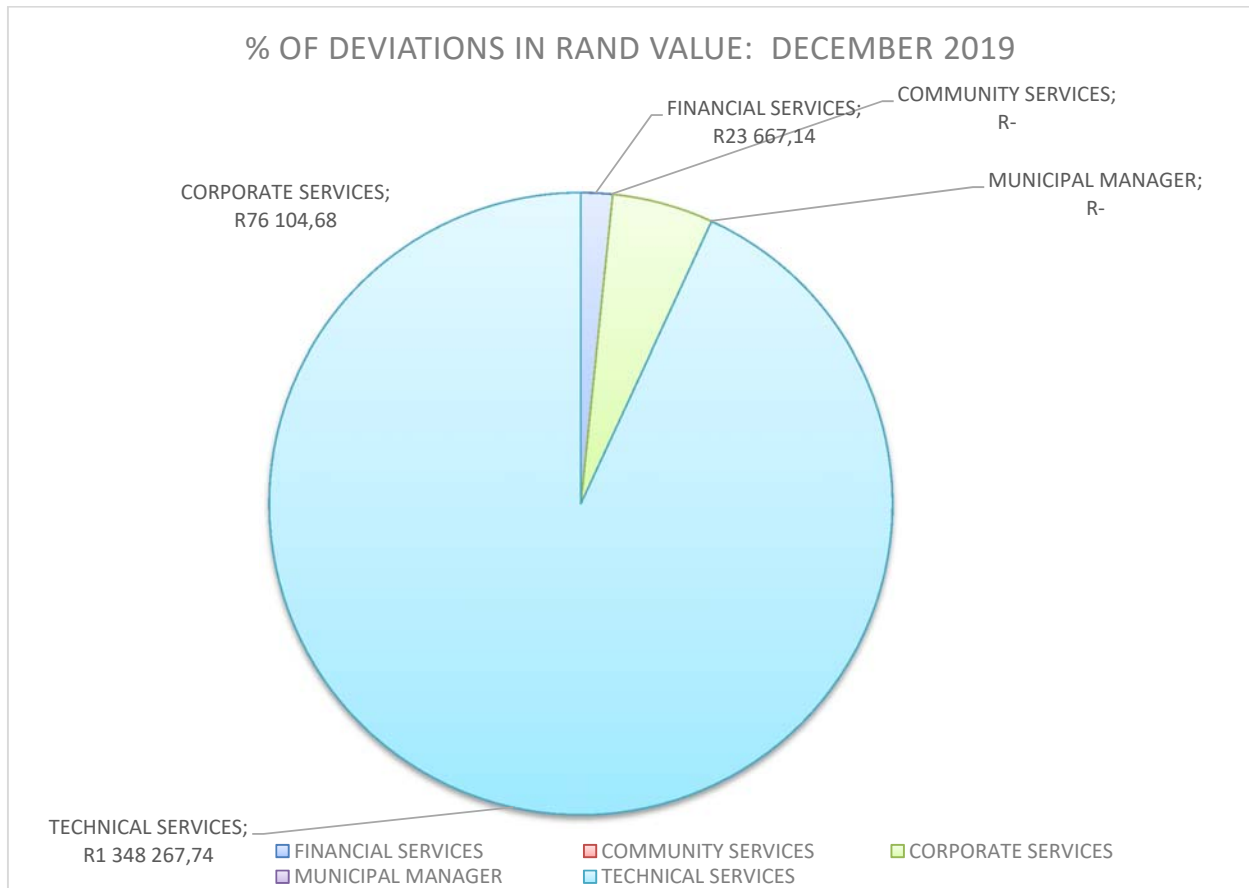
Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Desember 2019 wat beloop op die totaal van R 1 448 039.56:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
3-Dec-19	Consolidated African Technologies (PTY) Ltd	Supply of licenses for handheld and meter reading software	Impractical	162926	23,667.14
17-Dec-19	Wolseley Grondverskuiwing	Hiring of Plant & equipment*	Emergency	163113	1,345,968.74
17-Dec-19	Spilhaus	Supply emergency material: After Hours	Emergency	163116	2,299.00
18-Dec-19	Ceres Alarms	Monitoring & Reaction services	Single supplier	163117	27,754.08
19-Dec-19	Witzenberg Herald	Publish notice: Council Meetings Jan-Mar 2020	Single supplier	163155	2,576.00
18-Dec-19	Witzenberg Herald	3 x Messages Operating Hours, Christmas, Matric	Single supplier	163173	27,000.00
20-Dec-19	Syntell (PTY) Ltd	Callout to attend to Program Configuration	Single supplier	163185	3,795.00
20-Dec-19	Workshop Electronics (PTY) Ltd	Servicing and calibration of roadworthy equipment	Single supplier	163186	14,979.60

* A deviation to the amount of R 1 345 968.74 was awarded to Wolseley Grondverskuiwing for the Hiring of Plant & Equipment. A new procurement was followed but cancelled due to an error. The operations at the Landfill site could not stop as per the licence requirements therefore the deviation process was approved.

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
October 2019	R 699 129.77	R15 045 560.08	4.64%
November 2019	R 61 421.50	R21 212 575.48	0.28%
December 2019	R 1 448 039.56	R4 044 952.90	35.79%

DEVIATIONS PER DIRECTORATE



Logistics

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

Logistieke

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

MONTH	Oct 2019	Nov 2019	Dec 2019
Value of inventory at hand	R 9 387 945.80	R 9 128 037.17	R10 067 612.72
Turnover rate of total value of inventory	1.35	1.39	1.31
Date of latest stores reconciliation		31 Dec 2019	
Date of last stock count		05 Dec 2019	
Date of next stock count		19 Mar 2020	

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

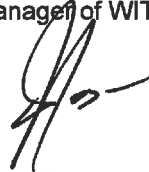
- The monthly in year monitoring reports for the month of December 2019

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date: 15 January 2020

Rig asseblief alle korrespondensie aan die Munisipale Bestuurder/ Kindly address all correspondence to the Municipal Manager/ Yonke imbalelwano mayithanyehwe kuMlawuli kaMasipala

*Witzenberg, the Eden of Africa, aspires that all residents shall live together in harmony and prosperity.
Witzenberg, die Eden van Afrika, streef daarna dat alle inwoners in harmonie en voorspoed saamleef.
Witzenberg, iEden yase Africa igquashalazele ekubeni bonke abahlali bakhawulelezise ukuhlalisana ngolomwalo.*



**Monthly Budget Statement Report
Section 71 for January 2020**

**Financial data is in respect of the period
1 July 2019 to 31 January 2020**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentliche afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 5.4 million.

The monthly billing was also done as scheduled and during this process 12 913 accounts amounting to R 28.4 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.5 million.

The indigent cost to the municipality for the month amounts to R 1.6 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 90%.

The municipality issued orders to the value of R 14 million of which R 1.6 million was in terms of deviations.

The municipality currently has R 83.6 million in its primary bank account and investments to the value of R40 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of January 2020 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 5.4 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 913 rekeninge ten bedrae van R 28.4 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.5 miljoen.

Die deernis subsidies vir die maand beloop R 1.6 miljoen.

Die opgehoopte debiteure verhouding se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 90%

Bestellings ter waarde van R 14 miljoen uitgereik, waarvan R 1.6 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 83.6 miljoen in die primêre bankrekening en beleggings ter waarde van R 40 miljoen.

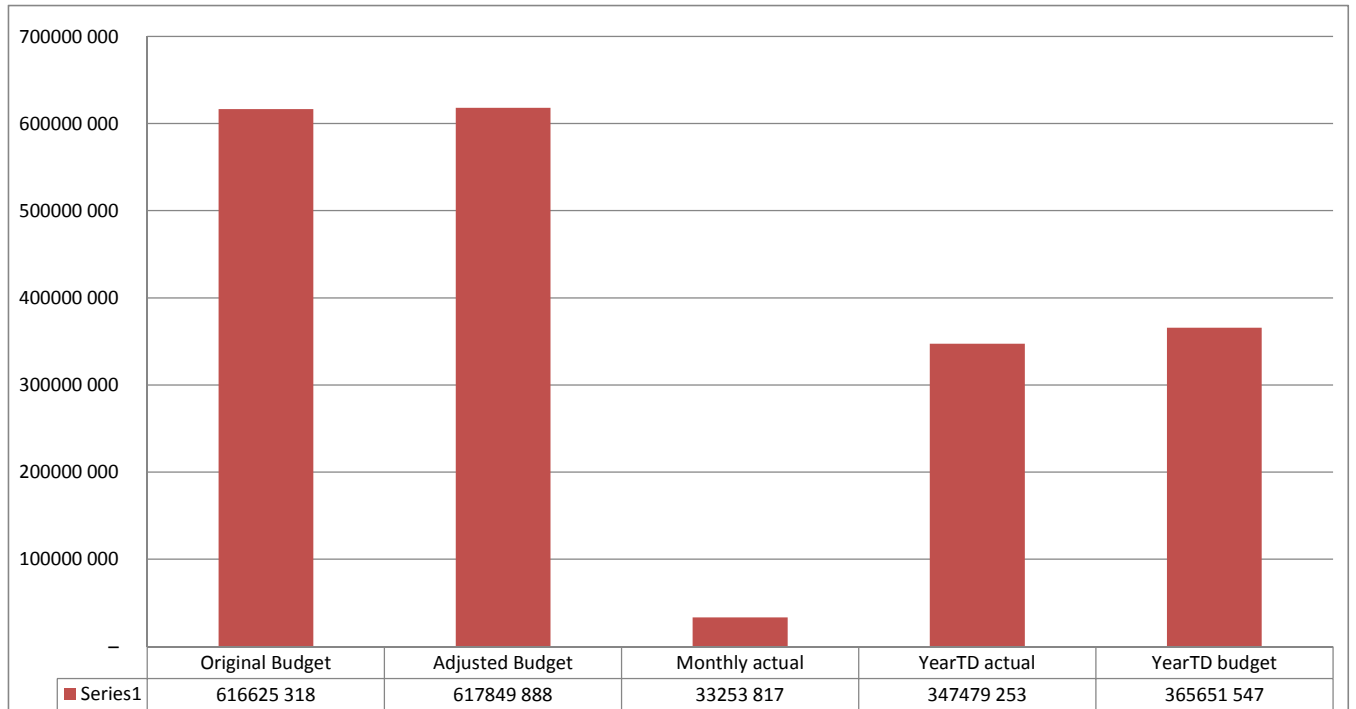
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Januarie 2020 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

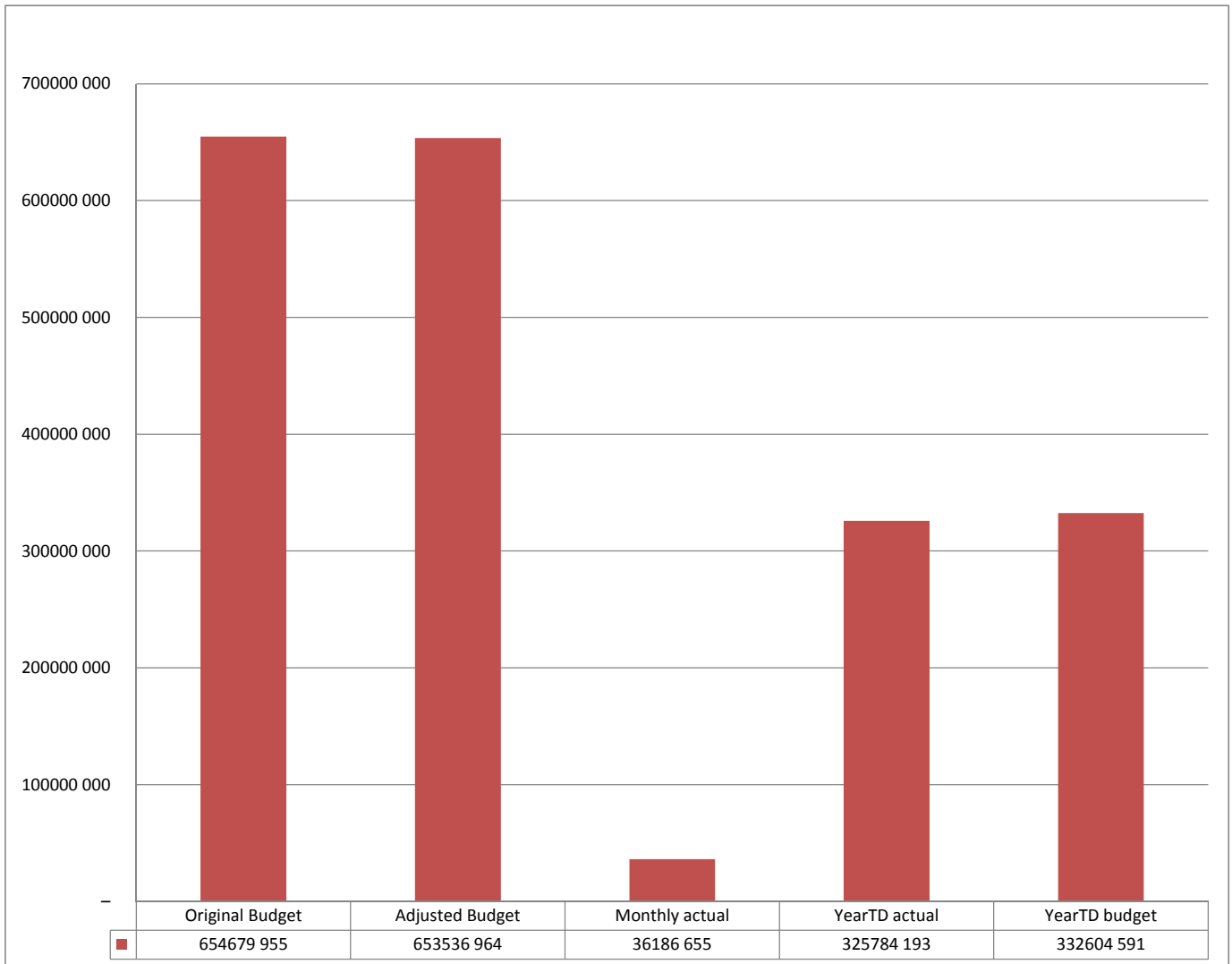
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 31 January 2020, 56.24% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 31 Januarie 2020, is 56.24% van die begrote operasionele inkomste gehêf.

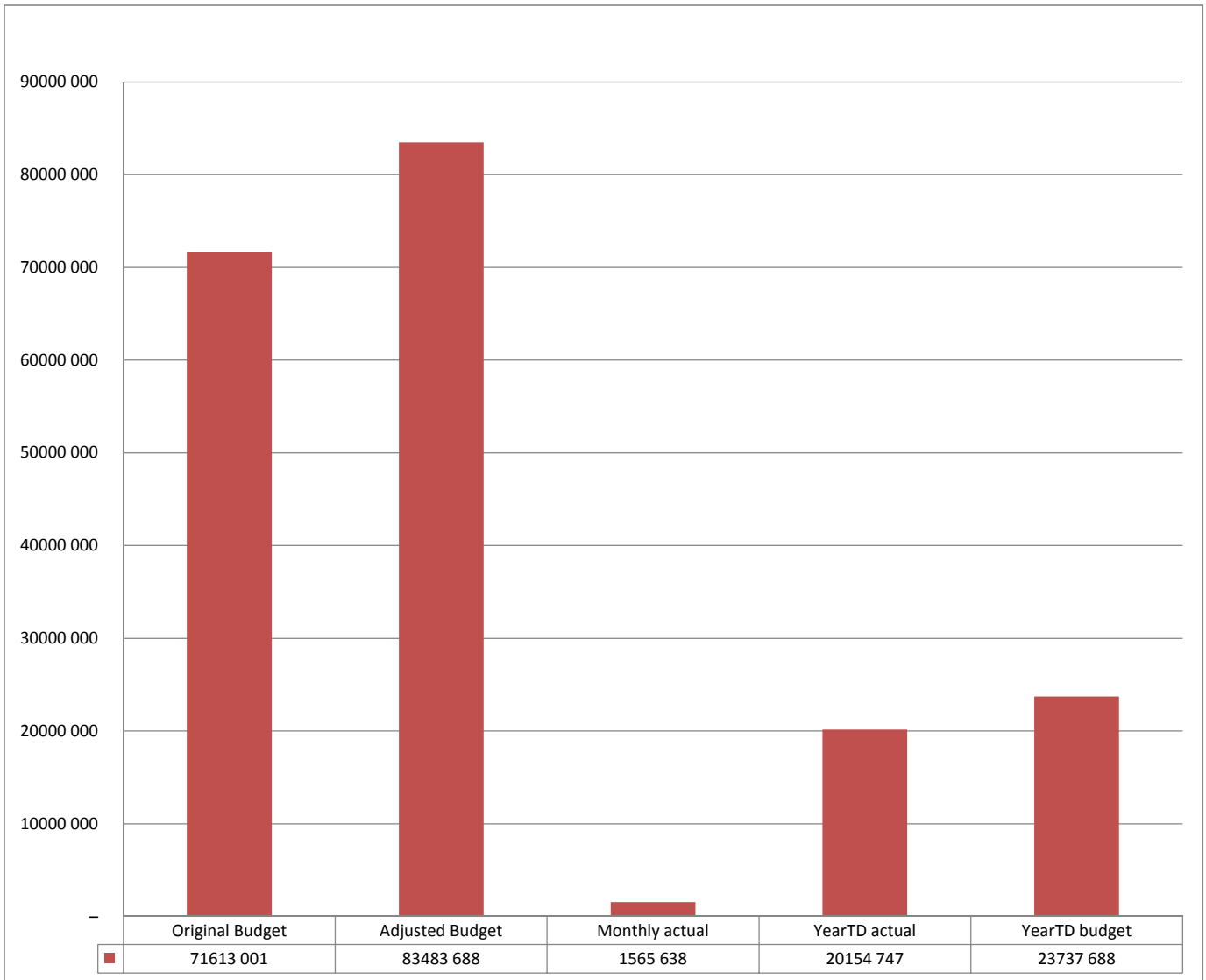
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 31 January 2020, 49.85% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 31 Januarie 2020, is 49.85% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 31 January 2020, 24.14% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 31 Januarie 2020, is 24.14% van die begrote kapitale uitgawes aangegaan.

There is currently also R 14 million on order for capital expenditure.

Daar is tans ook R 14 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 January 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M07 January

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	3 908	54 865	54 977	(113)	-0%	72 282
Service charges	305 199	346 953	346 953	24 692	184 762	186 550	(1 788)	-1%	340 789
Investment revenue	8 551	8 695	8 695	23	3 333	5 072	(1 739)	-34%	8 695
Transfers recognised - operational	87 675	138 467	138 827	411	84 998	90 281	(5 283)	-6%	138 827
Other own revenue	47 568	50 229	51 093	4 219	19 522	28 771	(9 249)	-32%	51 093
transfers and contributions)	518 771	616 625	617 850	33 254	347 479	365 652	(18 172)	-5%	611 686
Employee costs	9 458	192 524	193 373	16 825	114 206	112 801	1 405	1%	193 373
Remuneration of Councillors	9 458	11 459	11 459	795	5 558	5 847	(289)	-5%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	-	14 016	17 742	(3 726)	-21%	45 590
Finance charges	8 409	8 840	8 724	-	265	737	(472)	-64%	8 724
Materials and bulk purchases	204 318	246 765	245 087	12 865	110 121	114 880	(4 759)	-4%	245 087
Transfers and grants	10 019	30 962	30 854	213	16 483	17 878	(1 395)	-8%	30 854
Other expenditure	260 603	118 540	118 450	5 489	65 135	62 719	2 415	4%	118 450
Total Expenditure	532 678	654 680	653 537	36 187	325 784	332 605	(6 820)	-2%	653 537
Surplus/(Deficit)	(13 907)	(38 055)	(35 687)	(2 933)	21 695	33 047	(11 352)	-34%	(41 851)
Transfers recognised - capital	70 437	44 178	52 135	0	0	30 412	(30 412)	-100%	52 135
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	56 530	6 123	16 448	(2 933)	21 695	63 459	(41 764)	-66%	10 284
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	16 448	(2 933)	21 695	63 459	(41 764)	-66%	10 284
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	83 484	1 566	20 155	23 738	(3 583)	-15%	83 484
Capital transfers recognised	54 177	45 678	52 135	780	6 905	8 301	(1 396)	-17%	52 135
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	32 479	25 935	31 349	785	13 250	15 437	(2 187)	-14%	31 349
Total sources of capital funds	86 657	71 613	83 484	1 566	20 155	23 738	(3 583)	-15%	83 484
Financial position									
Total current assets	184 006	156 835	156 835		238 543				156 835
Total non current assets	965 651	978 519	978 519		971 790				978 519
Total current liabilities	91 237	115 487	115 487		125 711				115 487
Total non current liabilities	156 015	155 245	155 245		160 522				155 245
Community wealth/Equity	902 405	864 621	864 621		924 100				864 621
Cash flows									
Net cash from (used) operating	81 900	70 001	70 001	2 785	49 388	15 122	34 266	227%	70 001
Net cash from (used) investing	(83 389)	(71 613)	(71 613)	(1 753)	(23 095)	(31 114)	8 018	-26%	(71 613)
Net cash from (used) financing	(1 745)	(500)	(500)	(244)	(204)	(454)	251	-55%	(204)
end	94 272	89 164	89 164	-	120 351	74 829	45 522	61%	92 650
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	36 320	4 085	3 646	3 083	7 953	3 878	16 418	132 323	207 704
Creditors Age Analysis									
Total Creditors	920	2	-	-	-	-	-	-	922

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) - M07 January

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Revenue - Functional									
Governance and administration	88 978	95 002	95 966	4 645	63 878	73 831	(9 954)	-13%	95 966
Executive and council	-	-	0	-	9	0	9	1577043%	0
Finance and administration	88 978	95 002	95 966	4 645	63 868	73 831	(9 963)	-13%	95 966
Internal audit	-	-	-	-	-	-	-		-
Community and public safety	112 056	156 525	156 925	2 531	89 679	100 838	(11 159)	-11%	156 925
Community and social services	96 371	105 912	106 312	450	68 954	71 313	(2 359)	-3%	106 312
Sport and recreation	6 826	20 394	20 394	2 073	4 935	11 897	(6 962)	-59%	20 394
Public safety	3	728	728	-	3	424	(422)	-99%	728
Housing	8 855	29 492	29 492	8	15 787	17 203	(1 417)	-8%	29 492
Economic and environmental services	40 066	34 264	35 580	557	3 580	20 916	(17 337)	-83%	35 580
Planning and development	1 791	3 669	3 669	99	660	2 140	(1 481)	-69%	3 669
Road transport	38 187	30 057	31 214	457	2 918	18 369	(15 451)	-84%	31 214
Environmental protection	88	538	698	1	2	407	(405)	-99%	698
Trading services	346 951	374 903	381 404	25 519	190 254	228 078	(37 825)	-17%	381 404
Energy sources	226 478	267 273	267 273	16 508	131 513	153 461	(21 948)	-14%	267 273
Water management	49 654	56 021	61 782	4 460	25 428	38 534	(13 105)	-34%	61 782
Waste water management	45 431	26 404	26 404	2 196	16 951	20 964	(4 013)	-19%	26 404
Waste management	25 388	25 206	25 945	2 355	16 361	15 120	1 241	8%	25 945
Total Revenue - Functional	588 051	660 803	669 985	33 254	347 480	423 728	(76 248)	-18%	669 985
Expenditure - Functional									
Governance and administration	76 011	120 995	122 664	7 033	69 615	65 513	4 103	6%	122 664
Executive and council	22 343	28 588	28 524	960	12 527	14 379	(1 852)	-13%	28 524
Finance and administration	51 368	90 177	91 910	5 894	55 632	49 772	5 860	12%	91 910
Internal audit	2 300	2 230	2 230	179	1 456	1 362	94	7%	2 230
Community and public safety	71 893	99 678	97 386	5 328	51 400	54 257	(2 857)	-5%	97 386
Community and social services	23 633	26 589	26 553	1 983	14 089	14 374	(284)	-2%	26 553
Sport and recreation	25 297	28 548	27 443	2 317	14 812	15 118	(306)	-2%	27 443
Public safety	10 010	9 416	9 371	701	4 289	5 142	(852)	-17%	9 371
Housing	12 954	35 126	34 019	327	18 210	19 624	(1 414)	-7%	34 019
Economic and environmental services	59 435	69 890	70 817	3 377	31 574	30 013	1 562	5%	70 817
Planning and development	9 030	11 868	11 801	689	5 526	6 356	(831)	-13%	11 801
Road transport	49 753	55 632	56 467	2 664	25 357	22 335	3 022	14%	56 467
Environmental protection	651	2 390	2 550	24	692	1 322	(630)	-48%	2 550
Trading services	323 358	363 203	361 756	20 235	172 553	162 533	10 020	6%	361 756
Energy sources	208 229	260 127	259 765	13 273	116 148	120 273	(4 126)	-3%	259 765
Water management	37 704	28 971	28 783	1 991	19 145	11 889	7 256	61%	28 783
Waste water management	33 065	31 759	30 849	2 152	17 265	13 230	4 035	30%	30 849
Waste management	44 361	42 346	42 359	2 819	19 995	17 139	2 855	17%	42 359
Other	824	914	914	213	641	682	(40)	-6%	914
Total Expenditure - Functional	531 521	654 680	653 537	36 187	325 784	312 997	12 787	4%	653 537
Surplus/ (Deficit) for the year	56 530	6 123	16 448	(2 933)	21 695	110 730	(89 035)		16 448

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) - M07 January

Description	2018/19	Budget Year 2019/20					YTD variance	YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget			
R thousands									
Revenue - Functional									
Municipal governance and administration	88 978	95 002	95 966	4 645	63 878	73 831	(9 954)	-13%	95 966
Executive and council	-	-	0	-	9	0	9	1577043%	0
<i>Mayor and Council</i>	-	-	0	-	9	0	9	1577043%	0
Finance and administration	88 978	95 002	95 966	4 645	63 868	73 831	(9 963)	-13%	95 966
<i>Administrative and Corporate Support</i>	1	9	9	-	-	5	(5)	-100%	9
<i>Finance</i>	88 406	94 446	95 311	4 639	63 684	73 449	(9 764)	-13%	95 311
<i>Human Resources</i>	499	526	526	-	148	307	(159)	-52%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	20	4	104	-	-	61	(61)	-100%	104
<i>Supply Chain Management</i>	52	17	17	6	36	10	26	262%	17
Community and public safety	112 056	156 525	156 925	2 531	89 679	100 838	(11 159)	-11%	156 925
Community and social services	96 371	105 912	106 312	450	68 954	71 313	(2 359)	-3%	106 312
<i>Aged Care</i>	86 628	95 119	95 119	363	63 943	64 784	(841)	-1%	95 119
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	224	222	222	19	128	130	(1)	-1%	222
<i>Community Halls and Facilities</i>	495	863	863	64	283	504	(220)	-44%	863
<i>Libraries and Archives</i>	9 024	9 707	10 107	3	4 599	5 896	(1 296)	-22%	10 107
Sport and recreation	6 826	20 394	20 394	2 073	4 935	11 897	(6 962)	-59%	20 394
<i>Recreational Facilities</i>	6 456	7 299	7 299	2 068	4 898	4 258	640	15%	7 299
<i>Sports Grounds and Stadiums</i>	371	13 095	13 095	6	37	7 639	(7 602)	-100%	13 095

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Public safety	3	728	728	–	3	424	(422)	-99%	728
<i>Fire Fighting and Protection</i>	3	728	728	–	3	424	(422)	-99%	728
Housing	8 855	29 492	29 492	8	15 787	17 203	(1 417)	-8%	29 492
<i>Housing</i>	8 855	29 492	29 492	8	15 787	17 203	(1 417)	-8%	29 492
Economic and environmental services	40 066	34 264	35 580	557	3 580	20 916	(17 337)	-83%	35 580
Planning and development	1 791	3 669	3 669	99	660	2 140	(1 481)	-69%	3 669
<i>Economic Development/Planning</i>	388	250	250	–	–	146	(146)	-100%	250
<i>Town Planning, Building Regulations and Enforcemen</i>	1 404	2 793	2 793	99	660	1 629	(970)	-60%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	365	(365)	-100%	626
Road transport	38 187	30 057	31 214	457	2 918	18 369	(15 451)	-84%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	20 076	23 720	23 720	457	2 918	13 998	(11 080)	-79%	23 720
<i>Roads</i>	18 111	6 337	7 493	–	–	4 371	(4 371)	-100%	7 493
Environmental protection	88	538	698	1	2	407	(405)	-99%	698
<i>Biodiversity and Landscape</i>	88	538	698	1	2	407	(405)	-99%	698
Trading services	346 951	374 903	381 404	25 519	190 254	228 078	(37 825)	-17%	381 404
Energy sources	226 478	267 273	267 273	16 508	131 513	153 461	(21 948)	-14%	267 273
<i>Electricity</i>	225 770	266 452	266 452	16 508	131 513	152 982	(21 469)	-14%	266 452
<i>Street Lighting and Signal Systems</i>	708	821	821	–	–	479	(479)	-100%	821
Water management	49 654	56 021	61 782	4 460	25 428	38 534	(13 105)	-34%	61 782
<i>Water Distribution</i>	49 654	56 021	61 782	4 460	25 428	38 534	(13 105)	-34%	61 782
Waste water management	45 431	26 404	26 404	2 196	16 951	20 964	(4 013)	-19%	26 404
<i>Sewerage</i>	33 343	23 012	23 012	2 196	16 951	18 986	(2 035)	-11%	23 012
<i>Storm Water Management</i>	12 088	3 391	3 391	–	–	1 978	(1 978)	-100%	3 391
Waste management	25 388	25 206	25 945	2 355	16 361	15 120	1 241	8%	25 945
<i>Solid Waste Removal</i>	25 388	25 206	25 945	2 355	16 361	15 120	1 241	8%	25 945
Other	–	109	109	2	90	64	26	41%	109
Licensing and Regulation	–	109	109	2	90	64	26	41%	109
Total Revenue - Functional	588 051	660 803	669 985	33 254	347 480	423 728	(76 248)	-18%	669 985

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M07 January

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Expenditure - Functional									
Municipal governance and administration	76 011	120 995	122 664	7 033	69 615	65 513	4 103	6%	122 664
Executive and council	22 343	28 588	28 524	960	12 527	14 379	(1 852)	-13%	28 524
Mayor and Council	14 838	18 767	18 686	146	7 728	8 881	(1 153)	-13%	18 686
Municipal Manager, Town Secretary and Chief Execut	7 505	9 822	9 839	814	4 799	5 498	(699)	-13%	9 839
Finance and administration	51 368	90 177	91 910	5 894	55 632	49 772	5 860	12%	91 910
Administrative and Corporate Support	10 401	8 615	10 117	1 191	7 534	4 745	2 789	59%	10 117
Asset Management	100	4 392	4 392	6	147	2 555	(2 408)	-94%	4 392
Budget and Treasury Office	5	-	-	-	-	-	-	-	-
Finance	26 304	33 713	33 552	1 509	19 508	18 240	1 268	7%	33 552
Fleet Management	2 598	2 796	2 596	250	1 599	1 533	65	4%	2 596
Human Resources	(4 572)	19 972	19 942	1 674	14 979	11 250	3 730	33%	19 942
Information Technology	2 974	3 719	3 719	174	2 682	2 545	136	5%	3 719
Legal Services	2 188	1 780	2 087	86	2 578	1 239	1 339	108%	2 087
Marketing, Customer Relations, Publicity and Media	3 064	3 630	3 782	347	2 184	2 270	(86)	-4%	3 782
Property Services	1 813	3 489	3 489	47	337	1 173	(836)	-71%	3 489
Risk Management	16	421	421	-	-	246	(246)	-100%	421
Supply Chain Management	5 944	5 970	6 440	587	3 897	3 156	741	23%	6 440
Valuation Service	534	1 680	1 373	25	187	820	(632)	-77%	1 373
Internal audit	2 300	2 230	2 230	179	1 456	1 362	94	7%	2 230
Governance Function	2 300	2 230	2 230	179	1 456	1 362	94	7%	2 230
Community and public safety	71 893	99 678	97 386	5 328	51 400	54 257	(2 857)	-5%	97 386
Community and social services	23 633	26 589	26 553	1 983	14 089	14 374	(284)	-2%	26 553
Aged Care	4 533	4 296	4 254	561	2 882	2 062	820	40%	4 254
Cemeteries, Funeral Parlours and Crematoriums	2 903	3 317	3 292	228	1 667	1 798	(131)	-7%	3 292
Child Care Facilities	2	819	823	-	6	483	(477)	-99%	823
Community Halls and Facilities	5 568	6 080	6 080	410	2 975	3 348	(373)	-11%	6 080
Disaster Management	55	47	73	5	33	20	12	59%	73
Education	4	705	705	-	1	413	(412)	-100%	705
Libraries and Archives	10 568	11 324	11 324	779	6 526	6 248	278	4%	11 324
Sport and recreation	25 297	28 548	27 443	2 317	14 812	15 118	(306)	-2%	27 443
Community Parks (including Nurseries)	6 497	6 763	6 788	525	3 847	3 631	216	6%	6 788
Recreational Facilities	14 318	16 797	15 668	1 403	8 548	8 857	(309)	-3%	15 668
Sports Grounds and Stadiums	4 482	4 988	4 988	389	2 417	2 630	(213)	-8%	4 988
Public safety	10 010	9 416	9 371	701	4 289	5 142	(852)	-17%	9 371
Fire Fighting and Protection	10 010	9 416	9 371	701	4 289	5 142	(852)	-17%	9 371
Housing	12 954	35 126	34 019	327	18 210	19 624	(1 414)	-7%	34 019
Housing	12 749	33 431	32 305	323	18 121	18 626	(505)	-3%	32 305
Informal Settlements	205	1 695	1 715	4	89	998	(909)	-91%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
Economic and environmental services	59 435	69 890	70 817	3 377	31 574	30 013	1 562	5%	70 817
Planning and development	9 030	11 868	11 801	689	5 526	6 356	(831)	-13%	11 801
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 825	2 182	2 157	121	901	1 041	(140)	-13%	2 157
<i>Economic Development/Planning</i>	1 570	2 227	2 186	91	1 095	1 109	(14)	-1%	2 186
<i>Town Planning, Building Regulations and Enforcement</i>	4 077	4 920	4 920	341	2 575	2 884	(309)	-11%	4 920
<i>Project Management Unit</i>	1 559	2 538	2 538	136	955	1 323	(368)	-28%	2 538
Road transport	49 753	55 632	56 467	2 664	25 357	22 335	3 022	14%	56 467
<i>Police Forces, Traffic and Street Parking Control</i>	25 573	31 101	30 779	1 570	11 451	8 314	3 137	38%	30 779
<i>Roads</i>	24 181	24 531	25 688	1 094	13 907	14 021	(114)	-1%	25 688
Environmental protection	651	2 390	2 550	24	692	1 322	(630)	-48%	2 550
<i>Biodiversity and Landscape</i>	(24)	2 390	2 550	24	692	1 322	(630)	-48%	2 550
<i>Pollution Control</i>	675	-	-	-	-	-	-		-
Trading services	323 358	363 203	361 756	20 235	172 553	162 533	10 020	6%	361 756
Energy sources	208 229	260 127	259 765	13 273	116 148	120 273	(4 126)	-3%	259 765
<i>Electricity</i>	205 241	257 067	256 941	13 105	114 493	118 376	(3 884)	-3%	256 941
<i>Street Lighting and Signal Systems</i>	2 988	3 060	2 825	168	1 655	1 897	(242)	-13%	2 825
Water management	37 704	28 971	28 783	1 991	19 145	11 889	7 256	61%	28 783
<i>Water Treatment</i>	21	1 557	1 557	2	16	908	(893)	-98%	1 557
<i>Water Distribution</i>	35 159	24 063	23 575	1 946	17 109	9 096	8 012	88%	23 575
<i>Water Storage</i>	2 524	3 351	3 651	44	2 021	1 885	136	7%	3 651
Waste water management	33 065	31 759	30 849	2 152	17 265	13 230	4 035	30%	30 849
<i>Public Toilets</i>	1 432	1 710	1 710	119	887	947	(60)	-6%	1 710
<i>Sewerage</i>	25 120	21 855	20 935	1 558	12 049	7 726	4 323	56%	20 935
<i>Storm Water Management</i>	6 508	5 720	5 720	475	4 327	3 115	1 212	39%	5 720
<i>Waste Water Treatment</i>	5	2 475	2 485	-	2	1 442	(1 439)	-100%	2 485
Waste management	44 361	42 346	42 359	2 819	19 995	17 139	2 855	17%	42 359
<i>Solid Waste Disposal (Landfill Sites)</i>	13 624	16 543	16 335	117	1 970	4 220	(2 250)	-53%	16 335
<i>Solid Waste Removal</i>	28 966	24 478	24 699	2 491	16 892	12 147	4 745	39%	24 699
<i>Street Cleaning</i>	1 771	1 325	1 325	211	1 132	773	359	47%	1 325
Other	824	914	914	213	641	682	(40)	-6%	914
Licensing and Regulation	18	60	60	-	1	41	(40)	-98%	60
Tourism	806	854	854	213	640	640	0	0%	854
Total Expenditure - Functional	531 521	654 680	653 537	36 187	325 784	312 997	12 787	4%	653 537
Surplus/ (Deficit) for the year	56 530	6 123	16 448	(2 933)	21 695	110 730	(89 035)	-80%	16 448

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) - M07 January

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	92 074	4 440	62 441	71 561	(9 119)	-12.7%	92 074
Vote 2 - Community Services	132 923	181 732	182 292	3 008	92 798	115 797	(22 998)	-19.9%	182 292
Vote 3 - Corporate Services	520	539	639	-	157	373	(215)	-57.7%	639
Vote 4 - Technical Services	367 989	385 828	393 486	25 778	191 829	235 126	(43 297)	-18.4%	393 486
Vote 5 - Muncipal Manager	537	1 495	1 495	28	253	872	(619)	-71.0%	1 495
Total Revenue by Vote	588 051	660 803	669 985	33 254	347 480	423 728	(76 248)	-18.0%	669 985
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	47 141	2 158	23 965	25 564	(1 599)	-6.3%	47 141
Vote 2 - Community Services	99 562	136 762	134 264	7 178	64 724	65 804	(1 080)	-1.6%	134 264
Vote 3 - Corporate Services	31 442	61 026	62 579	3 975	37 526	32 634	4 893	15.0%	62 579
Vote 4 - Technical Services	355 880	397 201	396 726	22 063	191 801	182 019	9 782	5.4%	396 726
Vote 5 - Muncipal Manager	10 589	12 551	12 826	813	7 768	6 978	791	11.3%	12 826
Total Expenditure by Vote	531 521	654 680	653 537	36 187	325 784	312 997	12 787	4.1%	653 537
Surplus/ (Deficit) for the year	56 530	6 123	16 448	(2 933)	21 695	110 730	(89 035)	-80.4%	16 448

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) - M07 January

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	3 908	54 865	54 977	(113)	0%	72 282
Service charges - electricity revenue	221 840	265 119	265 119	16 533	131 614	140 822	(9 208)	-7%	246 166
Service charges - water revenue	35 547	35 901	35 901	4 020	22 542	19 876	2 666	13%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	2 034	15 887	11 954	3 934	33%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 104	14 718	13 898	820	6%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	7 567	619	2 917	4 100	(1 184)	-29%	7 567
Interest earned - external investments	8 551	8 695	8 695	23	3 333	5 072	(1 739)	-34%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	1 273	8 364	4 603	3 760	82%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	6	44	11 526	(11 482)	-100%	19 482
Licences and permits	1 125	165	165	84	643	96	547	569%	165
Agency services	5 630	5 420	5 420	367	2 322	3 162	(840)	-27%	5 420
Transfers recognised - operational	87 675	138 467	138 827	411	84 998	90 281	(5 283)	-6%	138 827
Other revenue	10 219	9 704	10 568	1 869	5 233	5 284	(51)	-1%	10 568
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	617 850	33 254	347 479	365 652	(18 172)	-5%	611 686
Expenditure By Type									
Employee related costs	149 718	192 524	193 373	16 825	114 206	112 801	1 405	1%	193 373
Remuneration of councillors	9 458	11 459	11 459	795	5 558	5 847	(289)	-5%	11 459
Debt impairment	40 803	33 613	33 613	2 754	19 753	19 607	146	1%	33 613
Depreciation & asset impairment	30 415	45 590	45 590	-	14 016	17 742	(3 726)	-21%	45 590
Finance charges	8 409	8 840	8 724	-	265	737	(472)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	11 555	101 569	106 169	(4 601)	-4%	229 196
Other materials	15 535	17 569	15 891	1 310	8 552	8 711	(158)	-2%	15 891
Contracted services	41 971	43 731	42 840	2 164	22 802	20 272	2 530	12%	42 840
Transfers and grants	10 019	30 962	30 854	213	16 483	17 878	(1 395)	-8%	30 854
Other expenditure	37 568	41 196	41 997	571	22 579	22 840	(260)	-1%	41 997
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	653 537	36 187	325 784	332 605	(6 820)	-2%	653 537
Surplus/(Deficit)	(13 907)	(38 055)	(35 687)	(2 933)	21 695	33 047	(11 352)	(0)	(41 851)
Transfers recognised - capital	70 437	44 178	52 135	0	0	30 412	(30 412)	(0)	52 135
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	16 448	(2 933)	21 695	63 459			10 284
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	56 530	6 123	16 448	(2 933)	21 695	63 459			10 284
Surplus/ (Deficit) for the year	56 530	6 123	16 448	(2 933)	21 695	63 459			10 284

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
 External Audit Fees
 Communication
 External Computer Service
 Insurance Underwriting
 Travel and Subsistence
 Printing, Publications and Books
 Uniform and Protective Clothing
 Wet Fuel
 Hire 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) - M07 January

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	3 106	-	-	1 462	(1 462)	-100%	3 106
Vote 4 - Technical Services	47 388	33 049	38 810	440	8 988	5 350	3 638	68%	38 810
Total Capital Multi-year expenditure	48 025	36 155	41 916	440	8 988	6 812	2 177	32%	41 916
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	80	7	33	2	31	1708%	80
Vote 2 - Community Services	3 394	15 992	17 030	1 049	2 718	2 518	200	8%	17 030
Vote 3 - Corporate Services	1 021	3 380	4 560	-	459	6 237	(5 778)	-93%	4 560
Vote 4 - Technical Services	33 524	15 950	19 842	69	7 957	8 170	(213)	-3%	19 842
Vote 5 - Muncipal Manager	18	56	56	-	0	-	0	#DIV/0!	56
Total Capital single-year expenditure	38 631	35 458	41 568	1 126	11 167	16 926	(5 760)	-34%	41 568
Total Capital Expenditure	86 657	71 613	83 484	1 566	20 155	23 738	(3 583)	-15%	83 484

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M07 January

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
Governance and administration	1 782	2 700	4 384	23	1 682	6 073	(4 391)	-72%	4 384
Executive and council	388	150	195	23	76	56	19	34%	195
Finance and administration	1 394	2 550	4 190	-	1 606	6 016	(4 410)	-73%	4 190
Community and public safety	3 513	18 572	19 494	1 033	2 548	3 637	(1 089)	-30%	19 494
Community and social services	187	4 190	5 028	238	343	1 692	(1 349)	-80%	5 028
Sport and recreation	3 326	13 461	13 544	780	2 190	1 524	666	44%	13 544
Public safety	-	922	922	15	15	421	(406)	-96%	922
Housing	-	-	-	-	-	-	-	-	-
Economic and environmental services	33 399	13 808	13 919	1	6 843	6 145	697	11%	13 919
Planning and development	491	26	138	1	30	27	3	10%	138
Road transport	32 908	13 782	13 782	-	6 813	6 118	695	11%	13 782
Environmental protection	-	-	-	-	-	-	-	-	-
Trading services	47 963	36 533	45 686	509	9 082	7 883	1 199	15%	45 686
Energy sources	11 378	8 700	8 700	440	3 619	2 625	993	38%	8 700
Water management	12 522	19 581	27 043	25	651	2 086	(1 435)	-69%	27 043
Waste water management	22 950	7 241	8 117	43	4 143	1 836	2 307	126%	8 117
Waste management	1 112	1 010	1 826	-	669	1 335	(666)	-50%	1 826
Total Capital Expenditure - Standard Classification	86 657	71 613	83 484	1 566	20 155	23 738	(3 583)	-15%	83 484
Funded by:									
National Government	25 874	38 506	44 267	780	6 905	3 712	3 194	86%	44 267
Provincial Government	27 586	6 672	7 072	-	-	4 125	(4 125)	-100%	7 072
District Municipality	717	500	500	-	-	292	(292)	-100%	500
Transfers recognised - capital	54 177	45 678	52 135	780	6 905	8 301	(1 396)	-17%	52 135
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	32 479	25 935	31 349	785	13 250	15 437	(2 187)	-14%	31 349
Total Capital Funding	86 657	71 613	83 484	1 566	20 155	23 738	(3 583)	-15%	83 484

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M07 January

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash and cash equivalents	94 272	89 164	89 164	120 361	89 164
Consumer debtors	58 357	29 579	29 579	65 448	29 579
Other debtors	19 685	26 690	26 690	42 410	26 690
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 402	10 325	11 402
Total current assets	184 006	156 835	156 835	238 543	156 835
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	45 660	44 350	45 660
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	929 659	924 534	929 659
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 650	2 356	2 650
Other non-current assets	550	550	550	550	550
Total non current assets	965 651	978 519	978 519	971 790	978 519
TOTAL ASSETS	1 149 656	1 135 353	1 135 353	1 210 334	1 135 353
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	6 418	7 303	6 418
Trade and other payables	62 785	69 191	69 191	96 356	69 191
Provisions	21 302	39 877	39 877	22 053	39 877
Total current liabilities	91 237	115 487	115 487	125 711	115 487
Non current liabilities					
Borrowing	4 704	675	675	4 706	675
Provisions	151 311	154 570	154 570	155 816	154 570
Total non current liabilities	156 015	155 245	155 245	160 522	155 245
TOTAL LIABILITIES	247 252	270 732	270 732	286 234	270 732
NET ASSETS	902 405	864 621	864 621	924 100	864 621
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	854 266	913 745	854 266
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	902 405	864 621	864 621	924 100	864 621

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M07 January

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	4 622	51 380	52 361	(981)	-2%	71 559
Service charges	299 778	330 950	330 950	26 381	197 854	193 660	4 194	2%	330 950
Other revenue	1 076	24 158	24 158	2 848	11 019	14 803	(3 785)	-26%	24 158
Government - operating	126 944	139 169	139 169	4 064	97 358	99 942	(2 584)	-3%	139 169
Government - capital	36 531	50 208	50 208	-	27 477	25 972	1 505	6%	50 208
Interest	11 596	16 565	16 565	23	3 224	8 923	(5 699)	-64%	16 565
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(530 278)	(34 890)	(317 525)	(373 739)	(56 214)	15%	(530 278)
Finance charges	(651)	(1 366)	(1 366)	-	(46)	(682)	(636)	93%	(1 366)
Transfers and Grants	(10 019)	(30 962)	(30 962)	(263)	(21 352)	(6 118)	15 234	-249%	(30 962)
NET CASH FROM/(USED) OPERATING ACTIVITIES	81 900	70 001	70 001	2 785	49 388	15 122	(48 965)	-324%	70 001
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(71 613)	(1 753)	(23 095)	(31 114)	(8 018)	26%	(71 613)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(83 389)	(71 613)	(71 613)	(1 753)	(23 095)	(31 114)	(8 018)	26%	(71 613)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	(246)	(184)	-	(184)	-	-
Payments									
Repayment of borrowing	(2 477)	(500)	(500)	2	(20)	(454)	(434)	96%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 745)	(500)	(500)	(244)	(204)	(454)	(251)	55%	(204)
NET INCREASE/ (DECREASE) IN CASH HELD	(3 234)	(2 112)	(2 112)	788	26 089	(16 446)			(1 612)
Cash/cash equivalents at beginning:	97 506	91 275	91 275		94 262	91 275			94 262
Cash/cash equivalents at month/year end:	94 272	89 164	89 164		120 351	74 829			92 650

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M07 January

Ref	Description	Variance Rand Value	Variance	Reasons for material deviations
	R thousands			
1	Revenue By Source			
	Property rates	(113)	0%	Immaterial variance
	Service charges - electricity revenue	(9 208)	-7%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Service charges - water revenue	2 666	13%	Increase in consumption due to warmer weather and water restrictions not being implemented currently.
	Service charges - sanitation revenue	3 934	33%	Immaterial variance
	Service charges - refuse revenue	820	6%	Immaterial variance
	Service charges - other	-		
	Rental of facilities and equipment	(1 184)	-29%	Immaterial variance
	Interest earned - external investments	(1 739)	-34%	Immaterial variance
	Interest earned - outstanding debtors	3 760	82%	Immaterial variance
	Dividends received	-		
	Fines, penalties and forfeits	(11 482)	-100%	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	547	569%	Immaterial variance
	Agency services	(840)	-27%	Immaterial variance
	Transfers and subsidies	(5 283)	-6%	Appointment of contractors for grant funded capital projects in progress.
	Other revenue	(51)	-1%	Underperformance linked to VAT income on Transfers Recognised Capital - low capital expenditure to date.
	Gains on disposal of PPE	-		
	Expenditure By Type			
2	Expenditure By Type			
	Employee related costs	1 405	1%	Immaterial variance
	Remuneration of councillors	(289)	-5%	Immaterial variance
	Debt impairment	146	1%	Increase in outstanding debt. Adjustment required in Adjustment Budget.
	Depreciation & asset impairment	(3 726)	-21%	Depreciation runs to follow. Capital parameter setup in progress.
	Finance charges	(472)	-64%	Interest Charges relating to Landfil Sites recognised on an annual basis
	Bulk purchases	(4 601)	-4%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Other materials	(158)	-2%	Immaterial variance
	Contracted services	2 530	12%	Immaterial variance
	Transfers and subsidies	(1 395)	-8%	Immaterial variance
	Other expenditure	(260)	-1%	Immaterial variance
	Loss on disposal of PPE	-		
3	Capital Expenditure			
	Total Capital Expenditure	(3 583)	-15%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
	-	-		
	-	-		
	-	-		
4	Financial Position			
	-	-		
	-	-		
	-	-		
	-	-		
5	Cash Flow			
	Receipts			
	Service Charges	4 194	2%	Immaterial variance
	Government - operating	(2 584)	-3%	Immaterial variance
	Interest	(5 699)	-64%	Decrease linked to decrease in service charges collections.
	Payments			
	Transfers and Grants	15 234	-249%	Rollout of Top Structures in progress.
	Capital assets	(8 018)	26%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
	Repayment of borrowing	(434)	96%	New loans to be taken up by the municipality.
	-	-		
6	Measureable performance			
	-	-		
	-	-		
	-	-		
	-	-		
7	Municipal Entities			
	-	-		
	-	-		
	-	-		
	-	-		

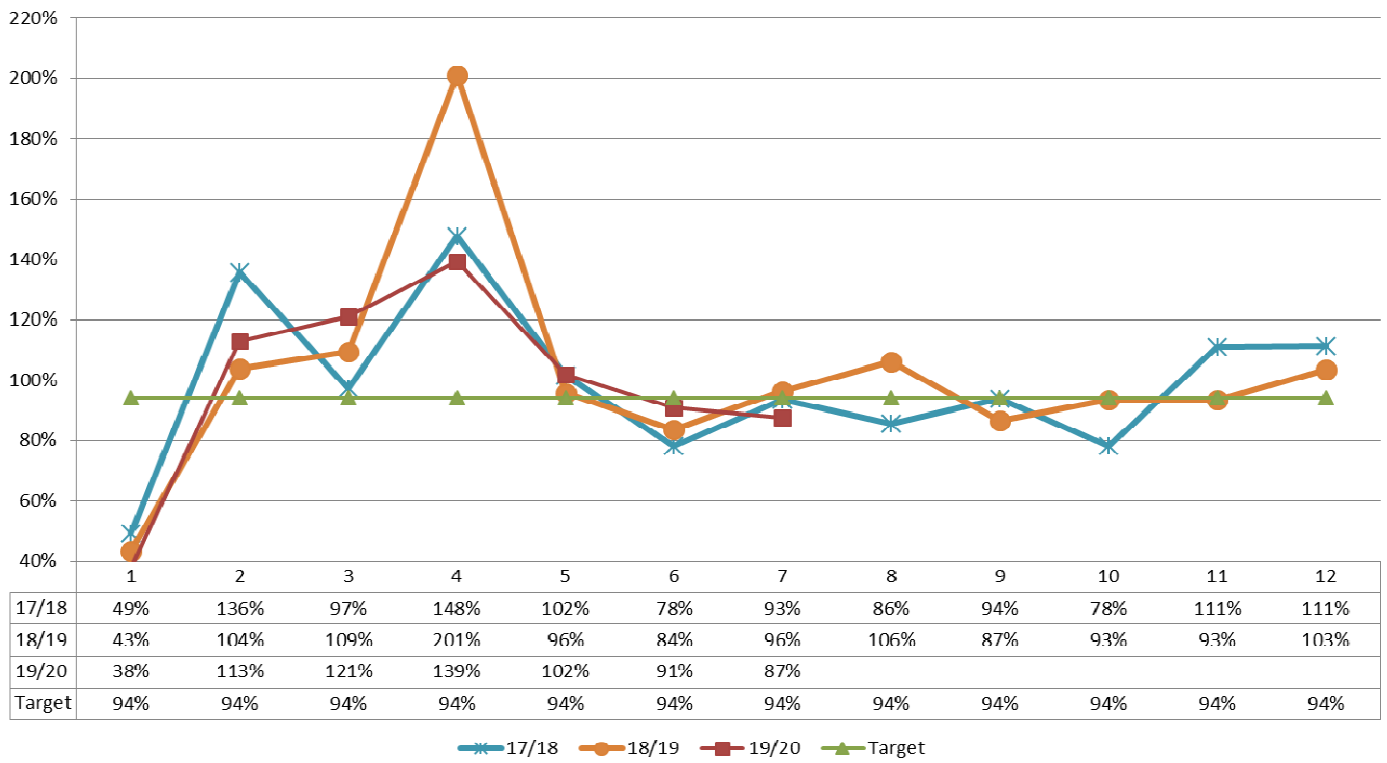
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M07 January

Description	NT Code	Budget Year 2019/20									Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr			
R thousands												
Debtors Age Analysis By Income Source												
Water	1200	9 707	1 408	1 376	1 046	1 582	1 886	5 848	39 786	62 640	50 148	
Electricity	1300	13 803	496	284	192	258	207	1 215	3 081	19 535	4 952	
Property Rates	1400	4 044	314	272	249	3 783	210	1 094	14 087	24 054	19 423	
Waste Water Management	1500	5 421	821	731	686	792	634	3 341	19 670	32 097	25 124	
Waste Management	1600	5 945	902	810	755	716	694	3 448	20 830	34 101	26 444	
Property Rental Debtors	1700	90	13	13	12	12	17	88	762	1 008	892	
Interest on Arrear Accounts	1810	1 400	98	108	117	781	192	1 210	33 039	36 946	35 340	
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-	
Other	1900	(4 091)	32	53	26	27	37	174	1 067	(2 676)	1 331	
Total By Income Source	2000	36 320	4 085	3 646	3 083	7 953	3 878	16 418	132 323	207 704	163 654	
2019/20 - totals only										-	-	
Debtors Age Analysis By Customer Group												
Organs of State	2200	(9)	278	165	72	1 165	57	404	3 252	5 384	4 951	
Commercial	2300	11 066	370	258	231	2 381	287	1 770	9 742	26 107	14 412	
Households	2400	24 838	3 266	3 070	2 640	4 064	3 383	13 938	116 216	171 416	140 241	
Other	2500	424	171	152	139	343	150	306	3 113	4 797	4 050	
Total By Customer Group	2600	36 320	4 085	3 646	3 083	7 953	3 878	16 418	132 323	207 704	163 654	

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

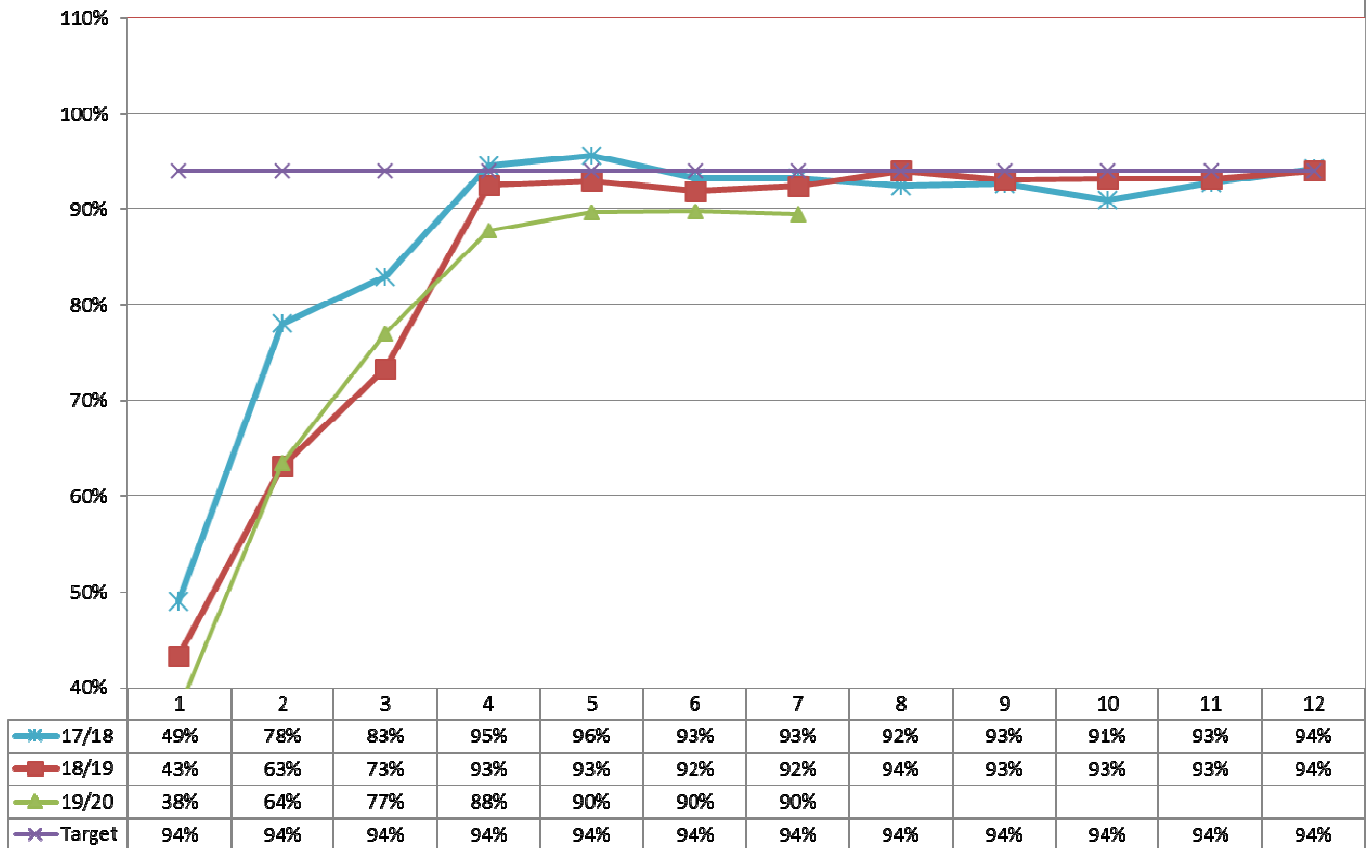
Debtor Collection Rate per Month



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 January 2020 amounts to 87% in comparison to the previous year 96%.

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 Januarie 2020 87% beloop in vergelyking met die vorige jaar 96 %.

Accumulative Collection Rate



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 90%.

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 90% beloop.

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M07 January

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	10 Months	-	08/06/2020	-		-	-	20 000
Standard Bank	4 Months	-	09/12/2019	-		-	-	-
FNB	6 Months	-	08/02/2020	-		-	-	20 000
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	40 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M07 January

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	411	64 717	56 653	8 064	14.2%	97 119
Equitable Share	92 850	92 850	-	62 570	54 163	8 408	15.5%	92 850
Local Government Financial Management Grant [Schedule 5B]	1 400	1 400	48	774	817	(43)	-5.3%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	2 269	2 269	363	1 373	1 324	50	3.8%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	350	(350)	-100.0%	600
Provincial Government:	40 573	39 073	-	20 281	22 793	(2 512)	-11.0%	39 073
Housing	29 000	29 000	-	15 729	16 917	(1 188)	-7.0%	29 000
Financial Management	330	330	-	-	193	(193)	-100.0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	584	(584)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	4 748	(196)	-4.1%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	222	(222)	-100.0%	380
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	131	(131)	-100.0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	-	-	-	775
Belguim Grant	250	250	-	-	-	-	-	250
Table Mountain Fund	525	525	-	-	-	-	-	525
Total Operating Transfers and Grants	138 467	136 967	411	84 998	79 446	5 552	7.0%	136 967
National Government:	41 984	47 745	0	0	27 851	(27 851)	-400.0%	47 745
Municipal Infrastructure Grant (MIG)	18 966	18 966	0	0	11 064	(11 063)	-100.0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	22 692	-	-	13 237	(13 237)	-100.0%	22 692
Integrated National Electrification Programme (Municipal)	2 609	2 609	-	-	1 522	(1 522)	-100.0%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	2 029	(2 029)	-100.0%	3 478
Provincial Government:	1 694	1 694	-	-	988	(988)	-100.0%	972
Main Roads	972	972	-	-	567	(567)	-100.0%	972
Fire Service Capacity Building Grant	722	722	-	-	421	(421)	-100.0%	722
Total Capital Transfers and Grants	43 678	49 439	0	0	28 839	(28 839)	-100.0%	48 717
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	186 406	412	84 998	108 285	(23 287)	-21.5%	185 684

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M07 January

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	411	64 717	56 653	8 064	14.2%	97 119
Equitable Share	92 850	92 850	–	62 570	54 163	8 408	15.5%	92 850
Local Government Financial Management Grant [S	1 400	1 400	48	774	817	(43)	-5.3%	1 400
Expanded Public Works Programme Integrated Gr	2 269	2 269	363	1 373	1 324	50	3.8%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	350	(350)	-100.0%	600
Other transfers and grants [insert description]	–	–	–	–	–	–	–	–
Provincial Government:	40 573	39 073	–	20 281	22 793	(2 512)	-11.0%	38 693
Housing	29 000	29 000	–	15 729	16 917	(1 188)	-7.0%	29 000
Financial Management	330	330	–	–	193	(193)	-100.0%	330
Financial Management Support Grant	–	–	–	–	–	–	–	–
Regional Social Economical Pro	1 000	1 000	–	–	584	(584)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	4 748	(196)	-4.1%	8 139
Community Development Workers	–	–	–	–	–	–	–	–
Capacity Building Grant	380	380	–	–	222	(222)	-100.0%	–
Maintenance of Main Roads	–	–	–	–	–	–	–	–
Municipal Accreditation & Capacity Building Grant	224	224	–	–	131	(131)	-100.0%	224
District Municipality:	–	–	–	–	–	–	–	–
Tourism	–	–	–	–	–	–	–	–
Water Drought Support	–	–	–	–	–	–	–	–
Other grant providers:	775	775	–	–	–	–	–	1 024
Belguim Grant	250	250	–	–	–	–	–	775
Table Mountain Fund	525	525	–	–	–	–	–	250
Total operating expenditure of Transfers and Grants	138 467	136 967	411	84 998	79 446	5 552	7.0%	136 837
Capital expenditure of Transfers and Grants								
National Government:	41 984	47 745	0	0	27 851	(27 851)	-100.0%	47 745
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	0	0	11 064	(11 063)	-100.00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	22 692	–	–	13 237	(13 237)	-100.00%	22 692
Integrated National Electrification Programme (Mu	2 609	2 609	–	–	1 522	(1 522)	-100.00%	2 609
Regional Social Economical Pro	3 478	3 478	–	–	2 029	(2 029)	-100.00%	3 478
Provincial Government:	1 694	1 694	–	–	988	(988)	-100.0%	–
Housing	–	–	–	–	–	–	–	–
Sport & Recreation	–	–	–	–	–	–	–	–
Main Roads	972	972	–	–	567	(567)	–	–
Fire Service Capacity Building Grant	722	722	–	–	421	(421)	–	–
Other grant providers:	–	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants	43 678	49 439	0	0	28 839	(28 839)	-100.0%	47 745
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	182 145	186 406	412	84 998	108 285	(23 287)	-21.5%	184 582

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M07 January

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	B	C					%	D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	605	4 252	4 477	(225)	-5%	7 718
Pension and UIF Contributions	1 137	1 137	88	618	330	287	87%	1 137
Medical Aid Contributions	227	227	20	117	72	45	63%	227
Motor Vehicle Allowance	741	741	-	-	-	-		741
Cellphone Allowance	1 094	1 094	78	547	635	(88)	-14%	1 094
Housing Allowances	487	487	3	24	333	(309)	-93%	487
Other benefits and allowances	54	54	-	-	-	-		54
Sub Total - Councillors	11 459	11 459	795	5 558	5 847	(289)	-5%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	413	1 748	2 222	(474)	-21%	3 809
Pension and UIF Contributions	783	783	17	115	457	(342)	-75%	783
Medical Aid Contributions	135	135	4	40	79	(39)	-50%	135
Overtime	-	-	-	-	-	-		-
Performance Bonus	891	891	46	265	520	(254)	-49%	891
Motor Vehicle Allowance	1 052	1 052	68	477	614	(137)	-22%	1 052
Cellphone Allowance	71	71	2	28	42	(14)	-33%	71
Housing Allowances	154	154	-	-	90	(90)	-100%	154
Other benefits and allowances	115	115	9	72	67	5	8%	115
Payments in lieu of leave	-	-	-	-	-	-		-
Long service awards	-	-	-	-	-	-		-
Post-retirement benefit obligations	-	-	-	-	-	-		-
Sub Total - Senior Managers	7 010	7 010	558	2 745	4 089	(1 345)	-33%	7 010
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 556	64 251	67 974	(3 724)	-5%	116 528
Pension and UIF Contributions	17 544	17 550	1 436	10 049	10 237	(188)	-2%	17 550
Medical Aid Contributions	7 793	7 793	695	4 563	4 546	18	0%	7 793
Overtime	12 733	12 733	1 740	10 205	7 428	2 777	37%	12 733
Performance Bonus	8 186	8 186	731	5 031	4 775	256	5%	8 186
Motor Vehicle Allowance	4 497	4 497	436	3 039	2 623	416	16%	4 497
Cellphone Allowance	405	405	41	290	236	54	23%	405
Housing Allowances	1 649	1 649	128	897	962	(65)	-7%	1 649
Other benefits and allowances	4 318	4 322	377	2 459	2 521	(63)	-2%	4 322
Payments in lieu of leave	889	889	372	5 409	519	4 890	943%	889
Long service awards	436	436	141	990	254	736	290%	436
Post-retirement benefit obligations	11 376	11 376	606	4 240	6 636	(2 396)	-36%	11 376
Sub Total - Other Municipal Staff	185 514	186 363	16 258	111 423	108 712	2 711	2%	186 363
TOTAL SALARY, ALLOWANCES & % increase	203 983	204 832	17 611	119 726	118 648	1 077	1%	204 832
TOTAL MANAGERS AND STAFF	192 524	193 373	16 816	114 167	112 801	1 367	1%	193 373

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M07 January

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	–	5 968	6 957	101	101	6 957	6 856	98.6%	0%
August	2 395	5 968	6 957	3 035	3 136	13 914	10 778	77.5%	4%
September	3 895	5 968	6 957	2 468	5 604	20 871	15 267	73.1%	7%
October	4 259	5 968	6 957	6 398	12 002	27 828	15 826	56.9%	14%
November	5 596	5 968	6 957	2 200	14 202	34 785	20 583	59.2%	17%
December	4 014	5 968	6 957	4 387	18 589	41 742	23 153	55.5%	22%
January	2 324	5 968	6 957	1 566	20 155	48 699	28 544	58.6%	28%
February	5 448	5 968	6 957	–		55 656	–		
March	6 120	5 968	6 957	–		62 613	–		
April	10 087	5 968	6 957	–		69 570	–		
May	3 737	5 968	6 957	–		76 527	–		
June	38 783	5 968	6 957	–		83 484	–		
Total Capital expenditure	86 657	71 613	83 484	20 155					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/18	Road markings in the Witzenberg municipal area	25-Feb-2020
08/2/17/25	Supply and servicing of Portable chemical toilets and emptying of septic tanks in the Witzenberg area	03-Mar-2020
08/2/17/29	Supply, delivery and installation of a Prefabricated building at the Ceres testing station	14-Feb-2020
08/2/17/40	Ceres Sportsfields concrete stands (re-advertisement)	07-Feb-2020
08/2/17/46	Supply and delivery of a Fire truck equipped with medium size firefighting pumping apparatus with associated equipment to the Witzenberg municipality	11-Feb-2020
08/2/17/47	Supply, delivery and installation of a self-contained breathing apparatus filling station	19-Feb-2020
08/2/17/52	Rebuilding of the John Steyn library in Ceres	27-Feb-2020
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020
08/2/17/66	Non-Motorised Transport (NMT) facilities and Stormwater maintenance in Ceres	05-Mar-2020
08/2/17/68	Translation services from English to Afrikaans and vice versa for Witzenberg Municipality	06-Mar-2020
08/2/17/69	Printing, supply and delivery of a Corporate Newsletter to Witzenberg Municipality	04-Mar-2020
08/2/17/70	Construction of a public refuse drop-off facility, Wolseley	28-Feb-2020

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

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/57	Appointment of Structural engineer for Structural alterations at Ceres Town Hall	07-Feb-2020
08/2/17/65	Painting of external surfaces at Pine Valley Community Hall Wolseley	20-Feb-2020
08/2/17/77	Appointment of a Service provider to assist with the recruitment and selection process of section 56 Managers	10-Feb-2020

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019	26-Nov-2019 Referred back	I Barnard
08/2/17/09	Radio Frequency Identification (RFID) for wheelie bins	13-Dec-2019	Awaiting	J Jacobs
08/2/17/10	Construction of the Waverenskroon Dam, Inlet Pipeline and Intake Works, Tulbagh.	24-Jan-2020	Awaiting	N Jacobs
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019	06-Dec-2019 Referred back	C Wessels
08/2/17/38	Electrification of low cost houses in Vredebes, Ceres – Phase 2	31-Jan-2020	Awaiting	D Greeff
08/2/17/41	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	04-Dec-2019	23-Jan-2020	R Hendricks

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/53	Supply of Licenses for handhelds and meter reading software (Re-advertisement)	29-Jan-2020	30-Jan-2020	C Stevens
08/2/17/72	Leasing of Office space to Witzenberg Municipality in Ceres	24-Jan-2020	31-Jan-2020	C Wessels

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tender is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/08	Supply and delivery of New vehicles, plant and equipment	25-Oct-2019	18-Dec-2019	20-Dec-2019
08/2/17/16	Hiring of plant and equipment for the Witzenberg municipal area – Landfill sites	19-Sep-2019	15-Oct-2019	-
08/2/17/50	Supply and delivery of (two) 2 steel containers converted into complete toilets for Bella Vista sports field	18-Dec-2019	21-Jan-2020	27-Jan-2020

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

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

3.2.1.4 Bids awarded

3.2.1.4 Tenders toegeken

FINANCE MONTHLY REPORT JANUARY 2020 / FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2020

No bid was awarded by the Accounting Officer during the month of January 2020.

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende Januarie 2020 nie.

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/17/33	13-Jan-2020	Tjeka Training Matters (PTY) Ltd	Service provider for carpentry training	Bidder scored the highest points	R 498 755.00

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

The following formal written price quotation or competitive bid was cancelled during the month of January 2020:

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Januarie 2020:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/42	15-Jan-2020	Leasing of Office space to Witzenberg Municipality in Ceres	No responsive bids received
08/2/17/53	22-Jan-2020	Supply of Licenses for handhelds and meter reading software	No responsive bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

No written price quotations were approved during the month of January 2020.

Geen geskrewe prys kwotasies was goedgekeur gedurende Januarie 2020 nie.

3.2.1.7 Formal Written Price Quotations

3.2.1.7 Formele Geskrewe Prys Kwotasies

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of January 2020:

Die volgende formele geskrewe kwotasies, wat meer as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Januarie 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/24	29-Jan-2020	Absolute Health Services	Service provider for training of municipal officials on various Programmes US: 259622	Bidder scored the highest points	R 15 053.50	Director: Corporate Services
		No Award	US: 242825	No Award	-	
		No Award	US: 376480	No Award	-	
08/2/17/28	22-Jan-2020	RJ Designs (PTY) Ltd	Appointment of Architects / Architectural draughtsman for the	Bidder scored the highest points	R 78 100.00	Director: Technical Services

			upgrade and refurbishment of various water and sewerage infrastructure			
08/2/17/35	22-Jan-2020	Corjacq Construction CC	Removal of Existing Timber Floor and Casting of a New Concrete Floor Slab in 3 Classrooms at Zankhanye Creche, Station Road, Tulbagh	Bidder scored the highest points	R 123 888.53	Acting Director: Community Services
08/2/17/44	14-Jan-2020	ASEP Electrical CC	Supply and delivery of Handheld colorimeter with digital reactor block	Bidder scored the highest points	R 187 462.48	Director: Technical Services
08/2/17/45	22-Jan-2020	Ian Dickie & CO	Supply and delivery of 2 (two) audio leak detection devices	Bidder scored the highest points	R 113 275.00	Director: Technical Services
08/2/17/59	18-Dec-2019	Landis & Gyr (PTY) Ltd	Supply and delivery of Split Prepayment electricity meters	Bidder scored the highest points	R 184 747.50	Acting Director: Technical Services
08/2/17/59	20-Jan-2020	Boland Toilet Services (PTY) Ltd	Supply and servicing of portable chemical toilets and emptying of septic tanks in the Witzenberg area (3 months)	Only responsive bidder	R 54 187.38	Director: Technical Services

3.2.1.8 Appeals

3.2.1.8 Appèlle

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

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal was dismissed by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of January 2020 which totals R 1 599 454.92:

3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Januarie 2020 wat beloop op die totaal van R 1 599 454.92:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
4-Dec-18	Trans Manufacturing (PTY) Ltd T/A Transtech	Repair hydraulic control unit on Compactor: CT 2315	Single supplier	157330	5,305.64
24-Apr-19	TMT Services & Supplies (PTY) Ltd	Monthly Service Fee Feb 2019	Impractical	159657	32,556.50
3-Jun-19	Ceres Veterinary Hospital CC	Impoundment of horses	Emergency	160547	10,083.40
5-Aug-19	Wolseley Grondverskuiwing	Hiring of Plant & equipment	Impractical	161020	1,119,242.00
7-Aug-19	SARPA (South African Revenue Protection Association)	Membership fees and Technical Advice - Illegal Connection Strategy	Single supplier	10144704	15,448.27
15-Aug-19	O'Neil & Visser Attorneys	Legal services: Various cases	Impractical	161247	150,787.00
30-Sep-19	CT Lab (PTY) Ltd	Web Hosting of Power Quality and NERSA required reports	Single supplier	161951	103,500.00
17-Oct-19	Marieke van Rooyen Attorneys	Legal services: Various cases	Impractical	162187	39,332.75
31-Oct-19	CIGFARO - Chartered Institute of Government Finance, Audit & Risk Officers	Registration fees: mSCOA Budgeting workshop - Johannesburg	Single supplier	162438	6,400.00
7-Nov-19	Multichoice Africa (PTY) Ltd	DSTV Subscription: 6 Months	Single supplier	162559	4,188.00
18-Dec-19	Association of Municipal Electricity Utilities / Undertakings	Annual Membership fees	Single supplier	163283	8,100.00
18-Dec-19	IMQS	Annual license fee for IMQS software	Single supplier	163290	68,072.12
20-Dec-19	Macsteel Fluid Control	Emergency repairs to Main Pressure valve - Ceres	Emergency	163375	20,571.20

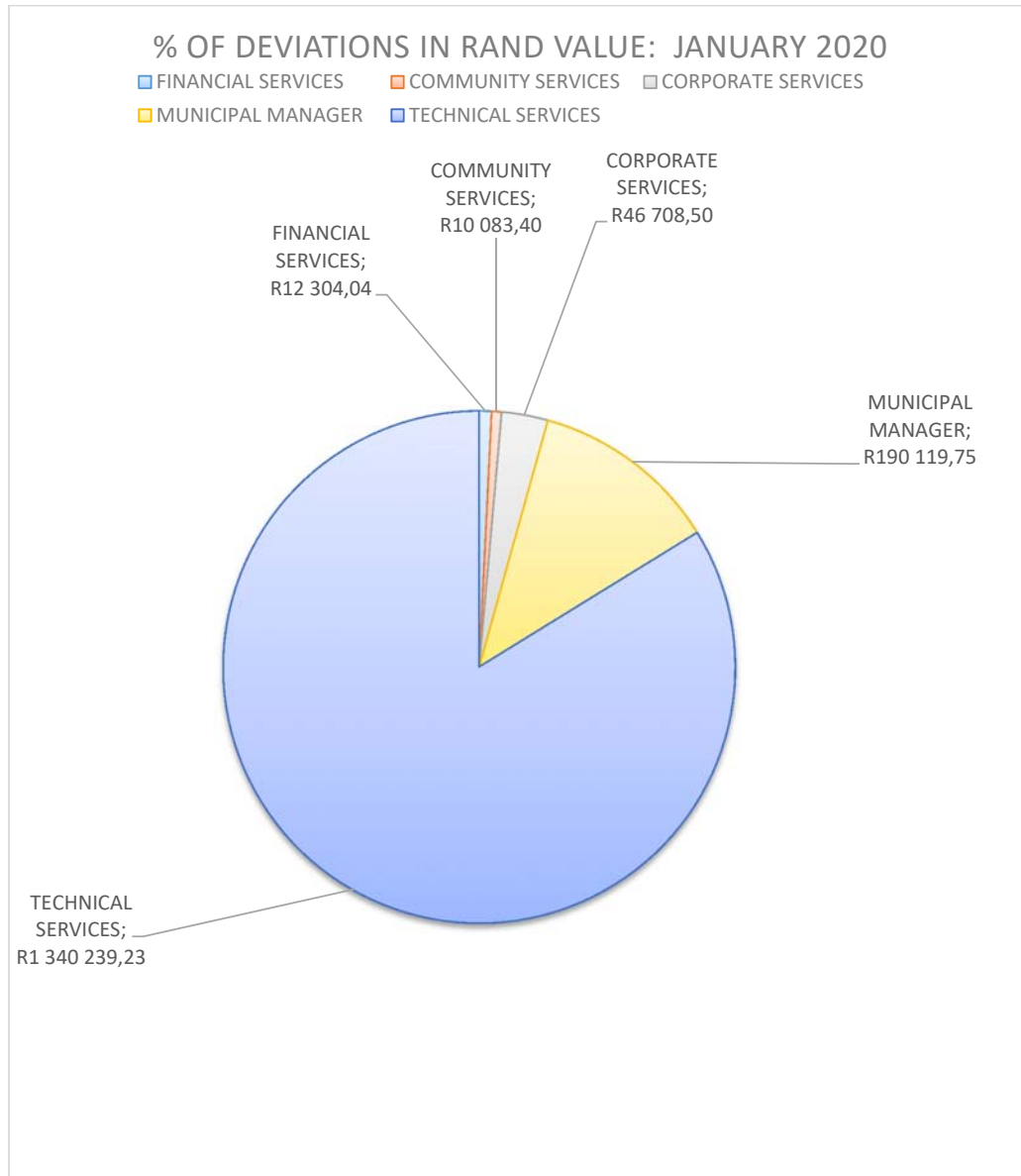
FINANCE MONTHLY REPORT JANUARY 2020 / FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2020

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
6-Jan-20	Chama General Services (PTY) Ltd	Transport of two impounded vehicles to Paarl	Impractical	163253	5,000.00
21-Jan-20	Witzenberg Herald	Publish notice: Rescheduling of Council meeting	Single supplier	163366	2,304.00
27-Jan-20	Witzenberg Herald	Publish notice: Annual report and Closing of bank accounts	Single supplier	163480	5,904.04
29-Jan-20	South African Post Office	Rental of PO Box & P/Bag 2020	Single supplier	163493	2,660.00

* A deviation to the amount of R 1 119 242.00 was awarded to Wolseley Grondverskuiwing for the Hiring of Plant & Equipment. A new procurement was followed but cancelled due to an error. The operations at the Landfill site could not stop as per the licence requirements therefore the deviation process was approved

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
November 2019	R 61 421.50	R21 212 575.48	0.28%
December 2019	R 1 448 039.56	R4 044 952.90	35.79%
January 2020	R 1 599 454.92	R14 071 089.52	11.36%

DEVIATIONS PER DIRECTORATE



Logistics

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

Logistieke

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

MONTH	Nov 2019	Dec 2019	Jan 2020
Value of inventory at hand	R 9 128 037.17	R10 067 612.72	R10 188 021.19
Turnover rate of total value of inventory	1.39	1.31	1.34
Date of latest stores reconciliation	31 Jan 2020		
Date of last stock count	05 Dec 2019		
Date of next stock count	19 Mar 2020		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of January 2020

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date:

13/02/2020



Monthly Budget Statement Report Section 71 for February 2020

**Financial data is in respect of the period
1 July 2019 to 29 February 2020**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentliche afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 5.5 million.

The monthly billing was also done as scheduled and during this process 12 776 accounts amounting to R 26.6 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.3 million.

The indigent cost to the municipality for the month amounts to R 1.6 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 89%.

The municipality issued orders to the value of R 9.2 million of which R 48 600 was in terms of deviations.

The municipality currently has R 88.1 million in its primary bank account and investments to the value of R20 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of February 2020 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 5.5 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 776 rekeninge ten bedrae van R 26.6 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.3 miljoen.

Die deernis subsidies vir die maand beloop R 1.6 miljoen.

Die opgehoopte debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 89%

Bestellings ter waarde van R 9.2 miljoen uitgereik, waarvan R 48 600 ten opsigte van afwykings is.

Die munisipaliteit het R 88.1 miljoen in die primêre bankrekening en beleggings ter waarde van R 20 miljoen.

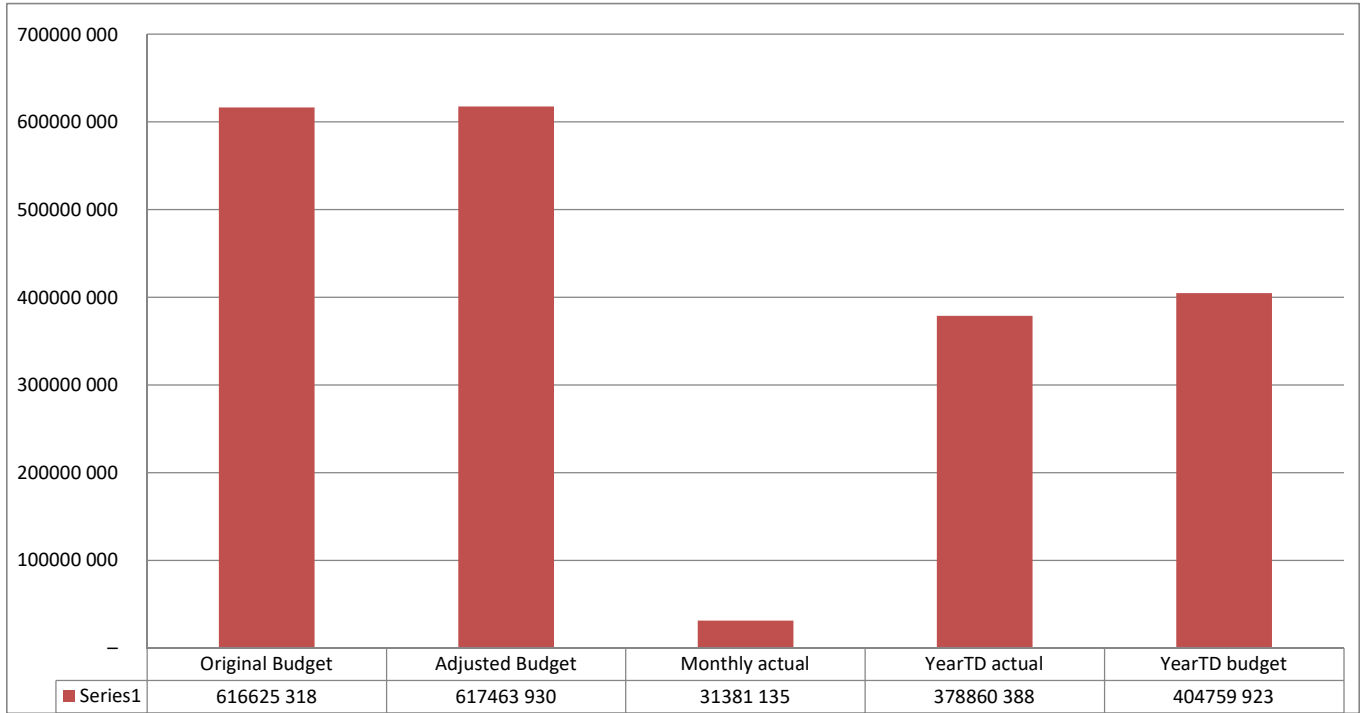
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Februarie 2020 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

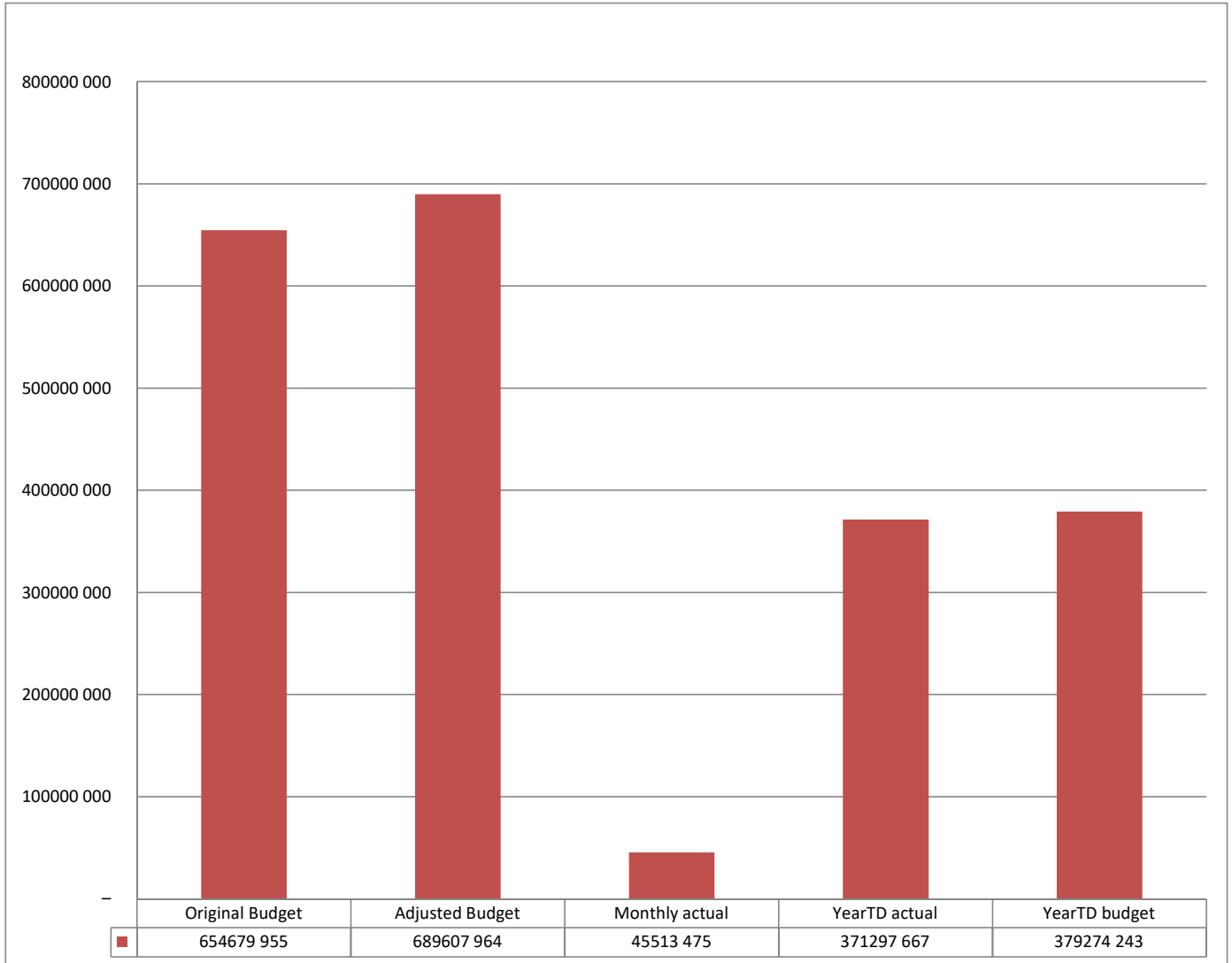
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 29 February 2020, 61.36% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 29 Februarie 2020, is 61.36% van die begrote operasionele inkomste gehêf.

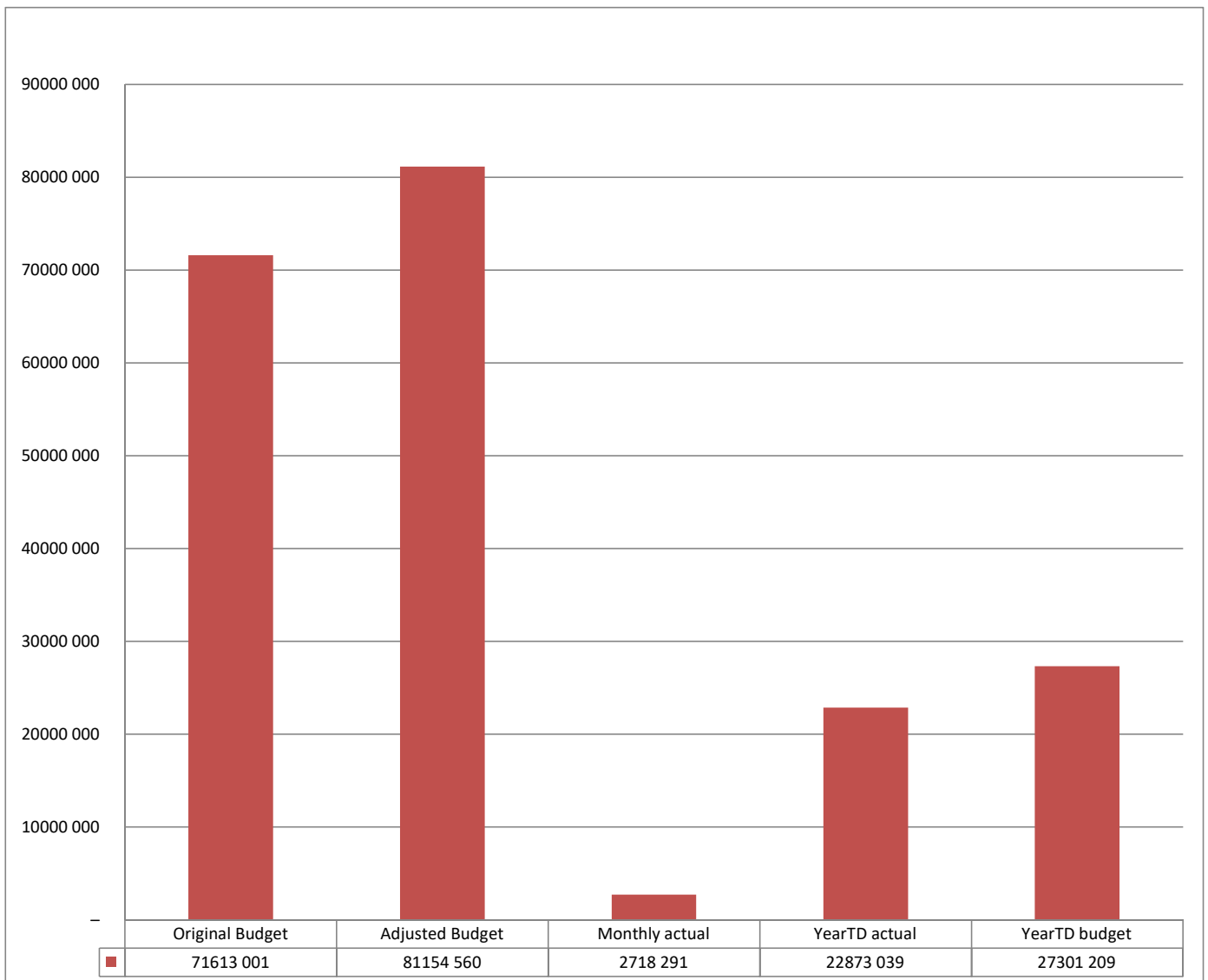
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 29 February 2020, 53.84% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 29 Februarie 2020, is 53.84% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 29 February 2020, 28.18% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 29 Februarie 2020, is 28.18% van die begrote kapitale uitgawes aangegaan.

There is currently also R 14 million on order for capital expenditure.

Daar is tans ook R 14 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 29 February 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M08 February

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	3 443	58 308	58 431	(123)	-0%	72 282
Service charges	305 199	346 953	347 173	23 302	208 064	214 142	(6 078)	-3%	340 789
Investment revenue	8 551	8 695	8 695	1 143	4 476	5 796	(1 321)	-23%	8 695
Transfers recognised - operational	87 675	138 467	139 123	384	85 382	94 310	(8 928)	-9%	139 123
Other own revenue	47 568	50 229	50 191	3 109	22 631	32 081	(9 450)	-29%	50 191
transfers and contributions)	518 771	616 625	617 464	31 381	378 860	404 760	(25 900)	-6%	611 080
Employee costs	9 458	192 524	208 373	18 723	132 929	138 915	(5 986)	-4%	208 373
Remuneration of Councillors	9 458	11 459	11 459	794	6 352	5 847	505	9%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	1	14 018	20 276	(6 259)	-31%	45 590
Finance charges	8 409	8 840	8 724	-	265	737	(472)	-64%	8 724
Materials and bulk purchases	204 318	246 765	248 452	18 741	128 862	116 754	12 107	10%	248 452
Transfers and grants	10 019	30 962	30 854	19	16 501	20 327	(3 825)	-19%	30 854
Other expenditure	260 603	118 540	136 156	7 236	72 370	76 417	(4 047)	-5%	136 156
Total Expenditure	532 678	654 680	689 608	45 513	371 298	379 274	(7 977)	-2%	689 608
Surplus/(Deficit)	(13 907)	(38 055)	(72 144)	(14 132)	7 563	25 486	(17 923)	-70%	(78 528)
Transfers recognised - capital	70 437	44 178	46 327	0	1	30 885	(30 884)	-100%	46 327
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	56 530	6 123	(25 817)	(14 132)	7 563	56 371	(48 807)	-87%	(32 201)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	(25 817)	(14 132)	7 563	56 371	(48 807)	-87%	(32 201)
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	81 155	2 718	22 873	27 301	(4 428)	-16%	81 155
Capital transfers recognised	54 177	45 678	46 327	1 178	8 084	8 758	(674)	-8%	46 327
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	3 043	-	-	2 029	(2 029)	-100%	3 043
Internally generated funds	32 479	25 935	31 784	1 540	14 789	16 514	(1 725)	-10%	31 784
Total sources of capital funds	86 657	71 613	81 155	2 718	22 873	27 301	(4 428)	-16%	81 155
Financial position									
Total current assets	184 006	156 835	154 149		227 800				154 149
Total non current assets	965 651	978 519	1 000 758		974 509				1 000 758
Total current liabilities	91 237	115 487	118 841		131 169				118 841
Total non current liabilities	156 015	155 245	160 034		161 172				160 034
Community wealth/Equity	902 405	864 621	876 032		909 968				876 032
Cash flows									
Net cash from (used) operating	81 900	70 001	57 062	(13 995)	35 393	41 958	(6 565)	-16%	57 062
Net cash from (used) investing	(83 389)	(71 613)	(81 014)	(1 932)	(25 027)	(42 074)	17 047	-41%	(81 014)
Net cash from (used) financing	(1 745)	(500)	3 000	83	(121)	2 727	(2 848)	-104%	(121)
end	94 272	89 164	73 319	-	104 517	96 883	7 634	8%	70 319
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	37 725	4 683	3 682	3 474	3 011	7 137	17 309	135 433	212 453
Creditors Age Analysis									
Total Creditors	1 342	-	-	-	-	-	-	-	1 342

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) - M08 February

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Revenue - Functional									
Governance and administration	88 978	95 002	95 064	5 231	69 108	79 147	(10 039)	-13%	95 064
Executive and council	–	–	0	–	9	0	9	1379900%	0
Finance and administration	88 978	95 002	95 064	5 231	69 099	79 147	(10 048)	-13%	95 064
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	112 056	156 525	156 352	1 442	91 120	105 795	(14 675)	-14%	156 352
Community and social services	96 371	105 912	106 608	287	69 242	72 632	(3 391)	-5%	106 608
Sport and recreation	6 826	20 394	19 525	1 146	6 081	13 017	(6 936)	-53%	19 525
Public safety	3	728	728	–	3	485	(482)	-99%	728
Housing	8 855	29 492	29 492	9	15 795	19 661	(3 866)	-20%	29 492
Economic and environmental services	40 066	34 264	37 045	539	4 119	24 881	(20 762)	-83%	37 045
Planning and development	1 791	3 669	5 134	111	771	3 423	(2 652)	-77%	5 134
Road transport	38 187	30 057	31 214	430	3 348	20 994	(17 646)	-84%	31 214
Environmental protection	88	538	698	(1)	1	465	(464)	-100%	698
Trading services	346 951	374 903	375 221	24 167	214 421	257 039	(42 618)	-17%	375 221
Energy sources	226 478	267 273	267 493	15 597	147 110	176 146	(29 036)	-16%	267 493
Water management	49 654	56 021	54 303	3 961	29 389	39 053	(9 664)	-25%	54 303
Waste water management	45 431	26 404	26 404	2 117	19 068	23 959	(4 891)	-20%	26 404
Waste management	25 388	25 206	27 020	2 492	18 853	17 881	972	5%	27 020
Total Revenue - Functional	588 051	660 803	663 791	31 381	378 861	466 935	(88 074)	-19%	663 791
Expenditure - Functional									
Governance and administration	76 011	120 995	148 935	10 573	80 188	85 151	(4 963)	-6%	148 935
Executive and council	22 343	28 588	28 504	1 770	14 297	15 250	(953)	-6%	28 504
Finance and administration	51 368	90 177	118 201	8 579	64 211	68 393	(4 182)	-6%	118 201
Internal audit	2 300	2 230	2 230	224	1 680	1 508	172	11%	2 230
Community and public safety	71 893	99 678	97 869	4 682	56 082	61 533	(5 451)	-9%	97 869
Community and social services	23 633	26 589	26 856	1 817	15 907	16 497	(591)	-4%	26 856
Sport and recreation	25 297	28 548	27 434	1 815	16 627	16 924	(297)	-2%	27 434
Public safety	10 010	9 416	9 560	693	4 982	5 767	(784)	-14%	9 560
Housing	12 954	35 126	34 019	356	18 566	22 345	(3 779)	-17%	34 019
Economic and environmental services	59 435	69 890	70 817	3 785	35 359	32 926	2 434	7%	70 817
Planning and development	9 030	11 868	11 801	727	6 253	7 171	(918)	-13%	11 801
Road transport	49 753	55 632	56 467	3 000	28 358	24 257	4 101	17%	56 467
Environmental protection	651	2 390	2 550	58	749	1 498	(749)	-50%	2 550
Trading services	323 358	363 203	371 072	26 474	199 026	169 974	29 052	17%	371 072
Energy sources	208 229	260 127	259 642	19 213	135 360	121 708	13 652	11%	259 642
Water management	37 704	28 971	33 879	2 285	21 430	14 731	6 699	45%	33 879
Waste water management	33 065	31 759	33 667	2 486	19 752	14 689	5 062	34%	33 667
Waste management	44 361	42 346	43 885	2 490	22 485	18 846	3 638	19%	43 885
Other	824	914	914	–	641	682	(40)	-6%	914
Total Expenditure - Functional	531 521	654 680	689 608	45 513	371 298	350 266	21 032	6%	689 608
Surplus/ (Deficit) for the year	56 530	6 123	(25 817)	(14 132)	7 563	116 669	(109 106)		(25 817)

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) - M08 February

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
Municipal governance and administration	88 978	95 002	95 064	5 231	69 108	79 147	(10 039)	-13%	95 064
Executive and council	–	–	0	–	9	0	9	1379900%	0
<i>Mayor and Council</i>	–	–	0	–	9	0	9	1379900%	0
Finance and administration	88 978	95 002	95 064	5 231	69 099	79 147	(10 048)	-13%	95 064
<i>Administrative and Corporate Support</i>	1	9	9	–	–	6	(6)	-100%	9
<i>Finance</i>	88 406	94 446	94 409	5 222	68 906	78 710	(9 803)	-12%	94 409
<i>Human Resources</i>	499	526	526	–	148	351	(202)	-58%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	20	4	104	–	–	70	(70)	-100%	104
<i>Supply Chain Management</i>	52	17	17	8	44	11	33	291%	17
Community and public safety	112 056	156 525	156 352	1 442	91 120	105 795	(14 675)	-14%	156 352
Community and social services	96 371	105 912	106 608	287	69 242	72 632	(3 391)	-5%	106 608
<i>Aged Care</i>	86 628	95 119	95 415	225	64 168	65 171	(1 002)	-2%	95 415
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	224	222	222	16	144	148	(4)	-3%	222
<i>Community Halls and Facilities</i>	495	863	863	40	323	575	(253)	-44%	863
<i>Libraries and Archives</i>	9 024	9 707	10 107	7	4 606	6 738	(2 132)	-32%	10 107
Sport and recreation	6 826	20 394	19 525	1 146	6 081	13 017	(6 936)	-53%	19 525
<i>Recreational Facilities</i>	6 456	7 299	7 299	1 139	6 037	4 866	1 171	24%	7 299
<i>Sports Grounds and Stadiums</i>	371	13 095	12 225	7	44	8 150	(8 106)	-99%	12 225

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Public safety	3	728	728	–	3	485	(482)	-99%	728
<i>Fire Fighting and Protection</i>	3	728	728	–	3	485	(482)	-99%	728
Housing	8 855	29 492	29 492	9	15 795	19 661	(3 866)	-20%	29 492
<i>Housing</i>	8 855	29 492	29 492	9	15 795	19 661	(3 866)	-20%	29 492
Economic and environmental services	40 066	34 264	37 045	539	4 119	24 881	(20 762)	-83%	37 045
Planning and development	1 791	3 669	5 134	111	771	3 423	(2 652)	-77%	5 134
<i>Economic Development/Planning</i>	388	250	1 715	–	–	1 143	(1 143)	-100%	1 715
<i>Town Planning, Building Regulations and Enforcemen</i>	1 404	2 793	2 793	111	771	1 862	(1 091)	-59%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	417	(417)	-100%	626
Road transport	38 187	30 057	31 214	430	3 348	20 994	(17 646)	-84%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	20 076	23 720	23 720	430	3 348	15 998	(12 650)	-79%	23 720
<i>Roads</i>	18 111	6 337	7 493	–	–	4 996	(4 996)	-100%	7 493
Environmental protection	88	538	698	(1)	1	465	(464)	-100%	698
<i>Biodiversity and Landscape</i>	88	538	698	(1)	1	465	(464)	-100%	698
Trading services	346 951	374 903	375 221	24 167	214 421	257 039	(42 618)	-17%	375 221
Energy sources	226 478	267 273	267 493	15 597	147 110	176 146	(29 036)	-16%	267 493
<i>Electricity</i>	225 770	266 452	266 672	15 597	147 110	175 598	(28 488)	-16%	266 672
<i>Street Lighting and Signal Systems</i>	708	821	821	–	–	548	(548)	-100%	821
Water management	49 654	56 021	54 303	3 961	29 389	39 053	(9 664)	-25%	54 303
<i>Water Distribution</i>	49 654	56 021	54 303	3 961	29 389	39 053	(9 664)	-25%	54 303
Waste water management	45 431	26 404	26 404	2 117	19 068	23 959	(4 891)	-20%	26 404
<i>Sewerage</i>	33 343	23 012	23 012	2 117	19 068	21 698	(2 630)	-12%	23 012
<i>Storm Water Management</i>	12 088	3 391	3 391	–	–	2 261	(2 261)	-100%	3 391
Waste management	25 388	25 206	27 020	2 492	18 853	17 881	972	5%	27 020
<i>Solid Waste Removal</i>	25 388	25 206	27 020	2 492	18 853	17 881	972	5%	27 020
Other	–	109	109	3	93	73	20	27%	109
<i>Licensing and Regulation</i>	–	109	109	3	93	73	20	27%	109
Total Revenue - Functional	588 051	660 803	663 791	31 381	378 861	466 935	(88 074)	-19%	663 791

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M08 February

Description	2018/19	Budget Year 2019/20					YTD variance	YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget			
R thousands									
Expenditure - Functional									
Municipal governance and administration	76 011	120 995	148 935	10 573	80 188	85 151	(4 963)	-6%	148 935
Executive and council	22 343	28 588	28 504	1 770	14 297	15 250	(953)	-6%	28 504
Mayor and Council	14 838	18 767	18 651	1 091	8 819	9 031	(212)	-2%	18 651
Municipal Manager, Town Secretary and Chief Execut	7 505	9 822	9 854	679	5 478	6 219	(741)	-12%	9 854
Finance and administration	51 368	90 177	118 201	8 579	64 211	68 393	(4 182)	-6%	118 201
Administrative and Corporate Support	10 401	8 615	16 652	502	8 036	8 295	(259)	-3%	16 652
Asset Management	100	4 392	4 392	2	149	2 919	(2 770)	-95%	4 392
Budget and Treasury Office	5	-	-	-	-	-	-		-
Finance	26 304	33 713	37 109	4 876	24 384	19 553	4 831	25%	37 109
Fleet Management	2 598	2 796	2 596	237	1 836	1 689	146	9%	2 596
Human Resources	(4 572)	19 972	34 942	1 765	16 744	22 574	(5 830)	-26%	34 942
Information Technology	2 974	3 719	3 719	95	2 777	2 646	131	5%	3 719
Legal Services	2 188	1 780	3 287	88	2 666	2 055	611	30%	3 287
Marketing, Customer Relations, Publicity and Media	3 064	3 630	3 782	306	2 490	2 548	(58)	-2%	3 782
Property Services	1 813	3 489	3 489	48	385	1 341	(955)	-71%	3 489
Risk Management	16	421	421	-	-	281	(281)	-100%	421
Supply Chain Management	5 944	5 970	6 440	635	4 532	3 576	957	27%	6 440
Valuation Service	534	1 680	1 373	25	212	917	(705)	-77%	1 373
Internal audit	2 300	2 230	2 230	224	1 680	1 508	172	11%	2 230
Governance Function	2 300	2 230	2 230	224	1 680	1 508	172	11%	2 230
Community and public safety	71 893	99 678	97 869	4 682	56 082	61 533	(5 451)	-9%	97 869
Community and social services	23 633	26 589	26 856	1 817	15 907	16 497	(591)	-4%	26 856
Aged Care	4 533	4 296	4 550	408	3 290	2 509	781	31%	4 550
Cemeteries, Funeral Parlours and Crematoriums	2 903	3 317	3 292	228	1 895	2 034	(139)	-7%	3 292
Child Care Facilities	2	819	823	0	6	551	(545)	-99%	823
Community Halls and Facilities	5 568	6 080	6 087	406	3 381	3 794	(413)	-11%	6 087
Disaster Management	55	47	73	11	43	20	23	111%	73
Education	4	705	705	1	2	472	(470)	-100%	705
Libraries and Archives	10 568	11 324	11 324	764	7 290	7 118	173	2%	11 324
Sport and recreation	25 297	28 548	27 434	1 815	16 627	16 924	(297)	-2%	27 434
Community Parks (including Nurseries)	6 497	6 763	6 788	511	4 358	4 060	299	7%	6 788
Recreational Facilities	14 318	16 797	15 659	897	9 445	9 888	(443)	-4%	15 659
Sports Grounds and Stadiums	4 482	4 988	4 988	407	2 824	2 976	(152)	-5%	4 988
Public safety	10 010	9 416	9 560	693	4 982	5 767	(784)	-14%	9 560
Fire Fighting and Protection	10 010	9 416	9 560	693	4 982	5 767	(784)	-14%	9 560
Housing	12 954	35 126	34 019	356	18 566	22 345	(3 779)	-17%	34 019
Housing	12 749	33 431	32 305	344	18 465	21 205	(2 740)	-13%	32 305
Informal Settlements	205	1 695	1 715	12	101	1 140	(1 038)	-91%	1 715

Description	2018/19	Budget Year 2019/20					YTD variance	YTD variance %	YearTD budget
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget			
R thousands									
Economic and environmental services	59 435	69 890	70 817	3 785	35 359	32 926	2 434	7%	70 817
Planning and development	9 030	11 868	11 801	727	6 253	7 171	(918)	-13%	11 801
Corporate Wide Strategic Planning (IDPs, LEDs)	1 825	2 182	2 157	123	1 024	1 158	(135)	-12%	2 157
Economic Development/Planning	1 570	2 227	2 186	87	1 182	1 252	(69)	-6%	2 186
Town Planning, Building Regulations and Enforcement	4 077	4 920	4 920	381	2 956	3 252	(296)	-9%	4 920
Project Management Unit	1 559	2 538	2 538	136	1 091	1 509	(418)	-28%	2 538
Road transport	49 753	55 632	56 467	3 000	28 358	24 257	4 101	17%	56 467
Police Forces, Traffic and Street Parking Control	25 573	31 101	30 779	1 554	13 004	9 309	3 695	40%	30 779
Roads	24 181	24 531	25 688	1 447	15 353	14 947	406	3%	25 688
Environmental protection	651	2 390	2 550	58	749	1 498	(749)	-50%	2 550
Biodiversity and Landscape	(24)	2 390	2 550	58	749	1 498	(749)	-50%	2 550
Pollution Control	675	-	-	-	-	-	-		-
Trading services	323 358	363 203	371 072	26 474	199 026	169 974	29 052	17%	371 072
Energy sources	208 229	260 127	259 642	19 213	135 360	121 708	13 652	11%	259 642
Electricity	205 241	257 067	256 817	18 926	133 419	119 742	13 677	11%	256 817
Street Lighting and Signal Systems	2 988	3 060	2 825	287	1 941	1 966	(24)	-1%	2 825
Water management	37 704	28 971	33 879	2 285	21 430	14 731	6 699	45%	33 879
Water Treatment	21	1 557	1 557	2	17	1 038	(1 021)	-98%	1 557
Water Distribution	35 159	24 063	28 671	2 250	19 359	11 733	7 626	65%	28 671
Water Storage	2 524	3 351	3 651	33	2 054	1 960	93	5%	3 651
Waste water management	33 065	31 759	33 667	2 486	19 752	14 689	5 062	34%	33 667
Public Toilets	1 432	1 710	1 710	120	1 007	1 068	(61)	-6%	1 710
Sewerage	25 120	21 855	23 752	1 736	13 785	8 531	5 255	62%	23 752
Storm Water Management	6 508	5 720	5 720	631	4 958	3 443	1 514	44%	5 720
Waste Water Treatment	5	2 475	2 485	0	2	1 647	(1 645)	-100%	2 485
Waste management	44 361	42 346	43 885	2 490	22 485	18 846	3 638	19%	43 885
Solid Waste Disposal (Landfill Sites)	13 624	16 543	16 335	170	2 140	4 564	(2 423)	-53%	16 335
Solid Waste Removal	28 966	24 478	26 225	2 175	19 067	13 400	5 668	42%	26 225
Street Cleaning	1 771	1 325	1 325	145	1 277	883	394	45%	1 325
Other	824	914	914	-	641	682	(40)	-6%	914
Licensing and Regulation	18	60	60	-	1	41	(40)	-98%	60
Tourism	806	854	854	-	640	640	0	0%	854
Total Expenditure - Functional	531 521	654 680	689 608	45 513	371 298	350 266	21 032	6%	689 608
Surplus/ (Deficit) for the year	56 530	6 123	(25 817)	(14 132)	7 563	116 669	(109 106)	-94%	(25 817)

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) - M08 February

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	91 172	4 942	67 383	76 552	(9 168)	-12,0%	91 172
Vote 2 - Community Services	132 923	181 732	183 184	1 908	94 707	123 868	(29 161)	-23,5%	183 184
Vote 3 - Corporate Services	520	539	639	-	157	426	(268)	-63,0%	639
Vote 4 - Technical Services	367 989	385 828	387 303	24 403	216 232	265 094	(48 861)	-18,4%	387 303
Vote 5 - Muncipal Manager	537	1 495	1 495	128	381	996	(615)	-61,7%	1 495
Total Revenue by Vote	588 051	660 803	663 791	31 381	378 861	466 935	(88 074)	-18,9%	663 791
Vote 1 - Financial Services	34 049	47 139	50 698	5 570	29 535	27 866	1 669	6,0%	50 698
Vote 2 - Community Services	99 562	136 762	134 747	6 366	71 091	74 504	(3 413)	-4,6%	134 747
Vote 3 - Corporate Services	31 442	61 026	84 079	3 992	41 519	48 361	(6 843)	-14,1%	84 079
Vote 4 - Technical Services	355 880	397 201	406 058	28 689	220 489	191 055	29 435	15,4%	406 058
Vote 5 - Muncipal Manager	10 589	12 551	14 026	896	8 664	8 480	184	2,2%	14 026
Total Expenditure by Vote	531 521	654 680	689 608	45 513	371 298	350 266	21 032	6,0%	689 608
Surplus/ (Deficit) for the year	56 530	6 123	(25 817)	(14 132)	7 563	116 669	(109 106)	-93,5%	(25 817)

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) - M08 February

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	3 443	58 308	58 431	(123)	0%	72 282
Service charges - electricity revenue	221 840	265 119	265 339	15 616	147 230	161 894	(14 664)	-9%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 511	26 054	22 851	3 203	14%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	1 952	17 839	13 629	4 210	31%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 223	16 941	15 768	1 173	7%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	7 567	687	3 604	5 092	(1 488)	-29%	7 567
Interest earned - external investments	8 551	8 695	8 695	1 143	4 476	5 796	(1 321)	-23%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	1 021	9 385	5 261	4 124	78%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	0	44	13 173	(13 128)	-100%	19 482
Licences and permits	1 125	165	165	95	738	110	628	572%	165
Agency services	5 630	5 420	5 420	333	2 655	3 613	(959)	-27%	5 420
Transfers recognised - operational	87 675	138 467	139 123	384	85 382	94 310	(8 928)	-9%	139 123
Other revenue	10 219	9 704	9 666	973	6 206	4 833	1 373	28%	9 666
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	617 464	31 381	378 860	404 760	(25 900)	-6%	611 080
Expenditure By Type									
Employee related costs	149 718	192 524	208 373	18 723	132 929	138 915	(5 986)	-4%	208 373
Remuneration of councillors	9 458	11 459	11 459	794	6 352	5 847	505	9%	11 459
Debt impairment	40 803	33 613	43 513	2 710	22 464	29 008	(6 545)	-23%	43 513
Depreciation & asset impairment	30 415	45 590	45 590	1	14 018	20 276	(6 259)	-31%	45 590
Finance charges	8 409	8 840	8 724	-	265	737	(472)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	17 316	118 884	106 169	12 715	12%	229 196
Other materials	15 535	17 569	19 255	1 425	9 977	10 585	(608)	-6%	19 255
Contracted services	41 971	43 731	50 721	2 332	25 134	24 559	575	2%	50 721
Transfers and grants	10 019	30 962	30 854	19	16 501	20 327	(3 825)	-19%	30 854
Other expenditure	37 568	41 196	41 922	2 193	24 773	22 849	1 923	8%	41 922
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	689 608	45 513	371 298	379 274	(7 977)	-2%	689 608
Surplus/(Deficit)	(13 907)	(38 055)	(72 144)	(14 132)	7 563	25 486	(17 923)	(0)	(78 528)
Transfers recognised - capital	70 437	44 178	46 327	0	1	30 885	(30 884)	(0)	46 327
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	(25 817)	(14 132)	7 563	56 371			(32 201)
Surplus/(Deficit) attributable to	56 530	6 123	(25 817)	(14 132)	7 563	56 371			(32 201)
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	56 530	6 123	(25 817)	(14 132)	7 563	56 371			(32 201)

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
 External Audit Fees
 Communication
 External Computer Service
 Insurance Underwriting
 Travel and Subsistence
 Printing, Publications and Books
 Uniform and Protective Clothing
 Wet Fuel
 Hire 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) - M08 February

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	600	–	–	–	–		600
Vote 4 - Technical Services	47 388	33 049	35 680	348	9 336	7 818	1 518	19%	35 680
Total Capital Multi-year expenditure	48 025	36 155	36 280	348	9 336	7 818	1 518	19%	36 280
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	80	–	33	2	31	1708%	80
Vote 2 - Community Services	3 394	15 992	20 131	982	3 700	3 839	(140)	-4%	20 131
Vote 3 - Corporate Services	1 021	3 380	4 560	519	978	6 411	(5 434)	-85%	4 560
Vote 4 - Technical Services	33 524	15 950	20 047	870	8 827	9 231	(404)	-4%	20 047
Vote 5 - Muncipal Manager	18	56	56	–	0	–	0	#DIV/0!	56
Total Capital single-year expenditure	38 631	35 458	44 875	2 371	13 537	19 484	(5 947)	-31%	44 875
Total Capital Expenditure	86 657	71 613	81 155	2 718	22 873	27 301	(4 428)	-16%	81 155

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M08 February

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
Governance and administration	1 782	2 700	6 486	604	2 285	7 618	(5 333)	-70%	6 486
Executive and council	388	150	2 296	20	96	1 458	(1 362)	-93%	2 296
Finance and administration	1 394	2 550	4 190	584	2 190	6 160	(3 971)	-64%	4 190
Community and public safety	3 513	18 572	20 087	973	3 521	3 454	68	2%	20 087
Community and social services	187	4 190	6 491	–	343	2 910	(2 567)	-88%	6 491
Sport and recreation	3 326	13 461	12 675	909	3 098	62	3 036	4870%	12 675
Public safety	–	922	922	65	80	481	(401)	-83%	922
Housing	–	–	–	–	–	–	–	–	–
Economic and environmental service	33 399	13 808	13 919	429	7 271	6 998	273	4%	13 919
Planning and development	491	26	138	(0)	30	27	3	10%	138
Road transport	32 908	13 782	13 782	429	7 242	6 971	271	4%	13 782
Environmental protection	–	–	–	–	–	–	–	–	–
Trading services	47 963	36 533	40 663	713	9 795	9 231	564	6%	40 663
Energy sources	11 378	8 700	9 135	124	3 743	2 915	828	28%	9 135
Water management	12 522	19 581	17 466	151	802	910	(108)	-12%	17 466
Waste water management	22 950	7 241	8 117	391	4 535	1 836	2 699	147%	8 117
Waste management	1 112	1 010	5 944	46	715	3 570	(2 855)	-80%	5 944
Total Capital Expenditure - Standard Classification	86 657	71 613	81 155	2 718	22 873	27 301	(4 428)	-16%	81 155
Funded by:									
National Government	25 874	38 506	36 789	927	7 832	2 399	5 434	227%	36 789
Provincial Government	27 586	6 672	8 537	251	251	5 691	(5 440)	-96%	8 537
District Municipality	717	500	500	–	–	333	(333)	-100%	500
Transfers recognised - capital	54 177	45 678	46 327	1 178	8 084	8 758	(674)	-8%	46 327
Borrowing	–	–	3 043	–	–	2 029	(2 029)	-100%	3 043
Internally generated funds	32 479	25 935	31 784	1 540	14 789	16 514	(1 725)	-10%	31 784
Total Capital Funding	86 657	71 613	81 155	2 718	22 873	27 301	(4 428)	-16%	81 155

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M08 February

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash and cash equivalents	94 272	89 164	73 319	104 517	73 319
Consumer debtors	58 357	29 579	58 062	66 851	58 062
Other debtors	19 685	26 690	11 076	46 632	11 076
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 693	9 800	11 693
Total current assets	184 006	156 835	154 149	227 800	154 149
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	44 492	44 350	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	953 687	927 183	953 687
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 029	2 426	2 029
Other non-current assets	550	550	550	550	550
Total non current assets	965 651	978 519	1 000 758	974 509	1 000 758
TOTAL ASSETS	1 149 656	1 135 353	1 154 908	1 202 309	1 154 908
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	7 150	7 529	7 150
Trade and other payables	62 785	69 191	63 479	100 606	63 479
Provisions	21 302	39 877	48 213	23 034	48 213
Total current liabilities	91 237	115 487	118 841	131 169	118 841
Non current liabilities					
Borrowing	4 704	675	9 222	4 704	9 222
Provisions	151 311	154 570	150 812	156 467	150 812
Total non current liabilities	156 015	155 245	160 034	161 172	160 034
TOTAL LIABILITIES	247 252	270 732	278 875	292 341	278 875
NET ASSETS	902 405	864 621	876 032	909 968	876 032
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	865 677	899 613	865 677
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	902 405	864 621	876 032	909 968	876 032

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M08 February

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	3 687	55 067	56 639	(1 572)	-3%	71 559
Service charges	299 778	330 950	330 950	23 210	221 065	206 303	14 762	7%	330 950
Other revenue	1 076	24 158	24 319	2 432	13 450	14 561	(1 111)	-8%	24 319
Government - operating	126 944	139 169	139 123	689	98 047	105 627	(7 580)	-7%	139 123
Government - capital	36 531	50 208	46 122	-	27 477	28 848	(1 372)	-5%	46 122
Interest	11 596	16 565	16 586	1 143	4 367	10 790	(6 424)	-60%	16 586
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(539 268)	(45 038)	(362 563)	(373 739)	(11 176)	3%	(539 268)
Finance charges	(651)	(1 366)	(1 249)	-	(46)	(624)	(578)	93%	(1 249)
Transfers and Grants	(10 019)	(30 962)	(31 079)	(119)	(21 471)	(6 449)	15 022	-233%	(31 079)
NET CASH FROM/(USED) OPERATING ACTIVITIES	81 900	70 001	57 062	(13 995)	35 393	41 958	(28)	0%	57 062
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(81 014)	(1 932)	(25 027)	(42 074)	(17 047)	41%	(81 014)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(83 389)	(71 613)	(81 014)	(1 932)	(25 027)	(42 074)	(17 047)	41%	(81 014)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	83	(101)	-	(101)		-
Payments									
Repayment of borrowing	(2 477)	(500)	3 000	-	(20)	2 727	2 747	101%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 745)	(500)	3 000	83	(121)	2 727	2 848	104%	(121)
NET INCREASE/ (DECREASE) IN CASH HELD	(3 234)	(2 112)	(20 952)	(15 844)	10 245	2 611			(23 952)
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	73 319		104 517	96 883			70 319

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M08 February

Ref	Description	Variance Rand Value	Variance	Reasons for material deviations
	R thousands			
1	Revenue By Source			
	Property rates	(123)	0%	Immaterial variance
	Service charges - electricity revenue	(14 664)	-9%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Service charges - water revenue	3 203	14%	Increase in consumption due to warmer weather and water restrictions not being implemented currently.
	Service charges - sanitation revenue	4 210	31%	Immaterial variance
	Service charges - refuse revenue	1 173	7%	Immaterial variance
	Service charges - other	-		
	Rental of facilities and equipment	(1 488)	-29%	Immaterial variance
	Interest earned - external investments	(1 321)	-23%	Immaterial variance
	Interest earned - outstanding debtors	4 124	78%	Immaterial variance
	Dividends received	-		
	Fines, penalties and forfeits	(13 128)	-100%	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	628	572%	Immaterial variance
	Agency services	(959)	-27%	Immaterial variance
	Transfers and subsidies	(8 928)	-9%	Appointment of contractors for grant funded capital projects in progress.
	Other revenue	1 373	28%	Immaterial variance
	Gains on disposal of PPE	-		
	Expenditure By Type			
2	Expenditure By Type			
	Employee related costs	(5 986)	-4%	Immaterial variance
	Remuneration of councillors	505	9%	Immaterial variance
	Debt impairment	(6 545)	-23%	Increase in outstanding debt.
	Depreciation & asset impairment	(6 259)	-31%	Depreciation runs to follow. Capital parameter setup in progress.
	Finance charges	(472)	-64%	Interest Charges relating to Landfil Sites recognised on an annual basis
	Bulk purchases	12 715	12%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Other materials	(608)	-6%	Immaterial variance
	Contracted services	575	2%	Immaterial variance
	Transfers and subsidies	(3 825)	-19%	Immaterial variance
	Other expenditure	1 923	8%	Immaterial variance
	Loss on disposal of PPE	-		
3	Capital Expenditure			
	Total Capital Expenditure	(4 428)	-16%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
		-		
		-		
		-		
4	Financial Position			
		-		
		-		
		-		
		-		
5	Cash Flow			
	Receipts			
	Service Charges	14 762	7%	Conservative approach followed during budgeting for cashflow.
	Government - operating	(7 580)	-7%	Immaterial variance
	Interest	(6 424)	-60%	Interest not accrued on monthly basis, but recognised on investment withdrawals.
	Payments			
	Transfers and Grants	15 022	-233%	Rollout of Top Structures in progress.
	Capital assets	(17 047)	41%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
	Repayment of borrowing	2 747	101%	New loans to be taken up by the municipality.
		-		
6	Measureable performance			
		-		
		-		
		-		
		-		
7	Municipal Entities			
		-		
		-		
		-		
		-		
		-		

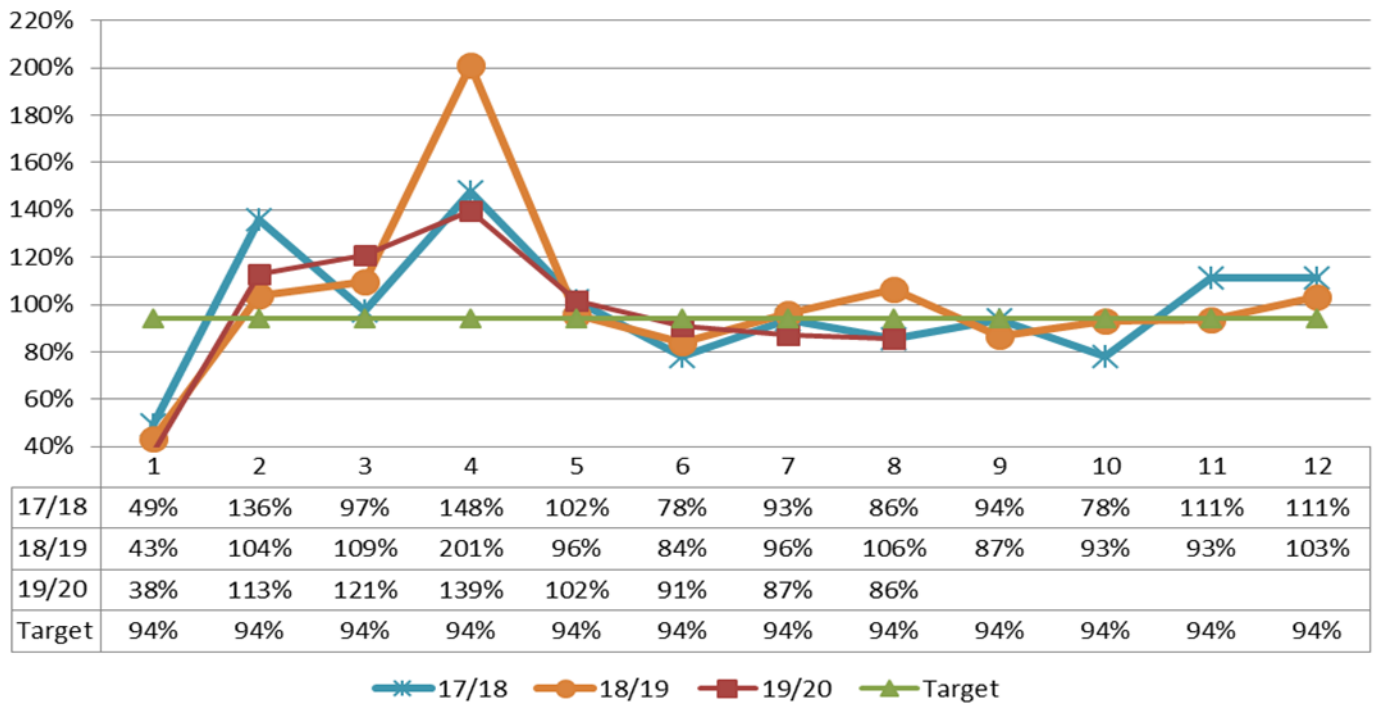
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M08 February

Description	NT Code	Budget Year 2019/20								Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr		
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	9 576	1 849	1 325	1 309	1 017	1 559	6 539	40 790	63 962	51 212
Electricity	1300	14 247	577	326	243	187	220	1 157	3 196	20 152	5 003
Property Rates	1400	4 196	349	280	258	236	3 186	1 138	14 202	23 845	19 020
Waste Water Management	1500	5 533	817	764	706	671	780	3 412	20 122	32 805	25 691
Waste Management	1600	6 261	933	827	767	728	694	3 538	21 298	35 047	27 026
Property Rental Debtors	1700	90	13	13	12	12	12	88	782	1 022	906
Interest on Arrear Accounts	1810	1 412	104	116	127	135	661	1 252	33 987	37 793	36 161
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(3 591)	41	32	51	26	26	186	1 057	(2 172)	1 345
Total By Income Source	2000	37 725	4 683	3 682	3 474	3 011	7 137	17 309	135 433	212 453	166 364
2019/20 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	962	307	184	149	70	1 101	400	3 299	6 471	5 018
Commercial	2300	11 549	388	301	245	231	1 688	1 723	9 936	26 063	13 824
Households	2400	24 721	3 797	3 028	2 929	2 573	3 997	14 752	119 055	174 851	143 305
Other	2500	492	191	169	151	137	350	435	3 143	5 068	4 216
Total By Customer Group	2600	37 725	4 683	3 682	3 474	3 011	7 137	17 309	135 433	212 453	166 364

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

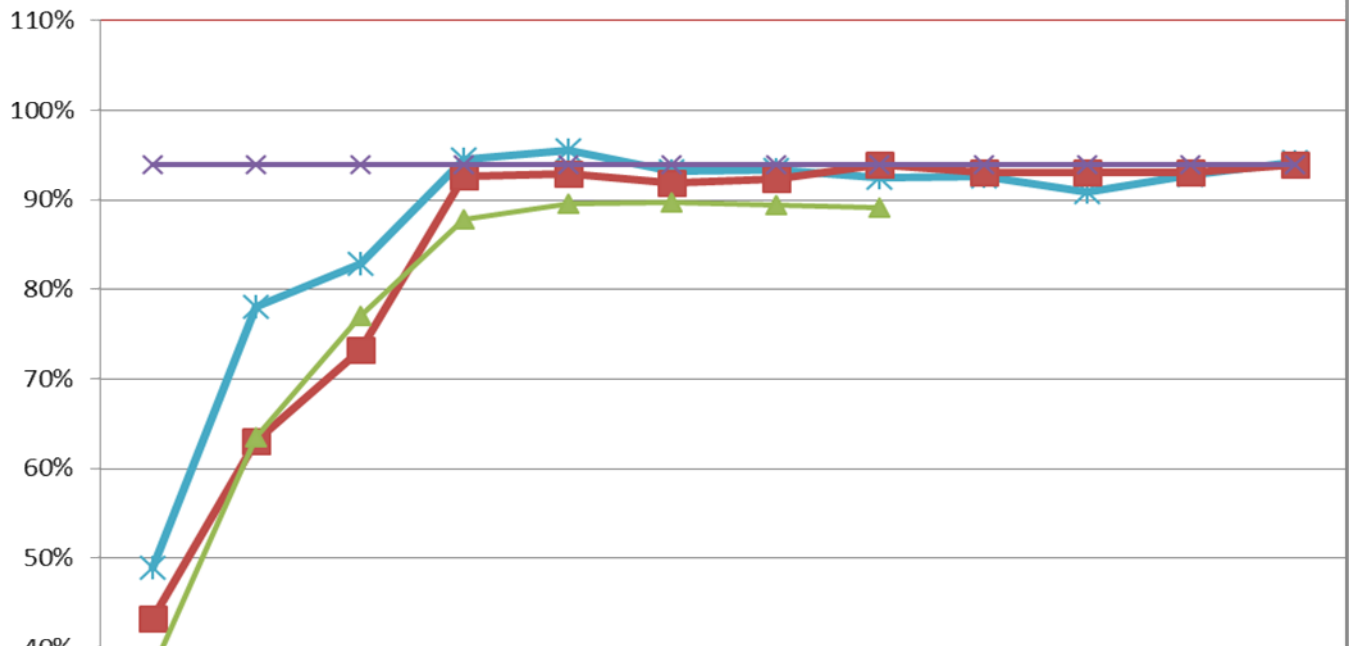
Debtor Collection Rate per Month



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 February 2020 amounts to 86% in comparison to the previous year 106%.

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 Februarie 2020 86% beloop in vergelyking met die vorige jaar 106%.

Accumulative Collection Rate



	1	2	3	4	5	6	7	8	9	10	11	12
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%
19/20	38%	64%	77%	88%	90%	90%	90%	89%				
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 89%.

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 89% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M08 February

Description	NT Code	Budget Year 2019/20								
		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
R thousands										
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	1 342	-	-	-	-	-	-	-	1 342
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	1 342	-	-	-	-	-	-	-	1 342

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M08 February

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	10 Months	-	08/06/2020	-		-	-	20 000
Standard Bank	-	-	-	-		-	-	-
FNB	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	20 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M08 February

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	384	65 101	64 746	355	0,5%	97 119
Equitable Share	92 850	92 850	–	62 570	61 900	670	1,1%	92 850
Local Government Financial Management Grant [Schedule 5B]	1 400	1 400	159	932	933	(1)	-0,1%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	2 269	2 269	225	1 598	1 513	86	5,7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	400	(400)	-100,0%	600
Provincial Government:	40 573	39 073	–	20 281	26 049	(5 768)	-22,1%	39 073
Housing	29 000	29 000	–	15 729	19 333	(3 604)	-18,6%	29 000
Financial Management	330	330	–	–	220	(220)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–	–
Regional Social Economical Pro	1 000	1 000	–	–	667	(667)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	5 426	(874)	-16,1%	8 139
Community Development Workers	–	–	–	–	–	–	–	–
Capacity Building Grant	380	380	–	–	253	(253)	-100,0%	380
Maintenance of Main Roads	–	–	–	–	–	–	–	–
Municipal Accreditation & Capacity Building Grant	224	224	–	–	149	(149)	-100,0%	224
District Municipality:	–	–	–	–	–	–	–	–
Tourism	–	–	–	–	–	–	–	–
Water Drought Support	–	–	–	–	–	–	–	–
Other grant providers:	775	775	–	–	–	–	–	775
Belguim Grant	250	250	–	–	–	–	–	250
Table Mountain Fund	525	525	–	–	–	–	–	525
Total Operating Transfers and Grants	138 467	136 967	384	85 382	90 795	(5 413)	-6,0%	136 967
National Government:	41 984	40 267	0	1	26 844	(26 844)	-400,0%	40 267
Municipal Infrastructure Grant (MIG)	18 966	18 966	0	1	12 644	(12 643)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	–	–	10 143	(10 143)	-100,0%	15 214
Integrated National Electrification Programme (Municipal)	2 609	2 609	–	–	1 739	(1 739)	-100,0%	2 609
Regional Social Economical Pro	3 478	3 478	–	–	2 319	(2 319)	-100,0%	3 478
Provincial Government:	1 694	1 694	–	–	1 129	(1 129)	-100,0%	972
Main Roads	972	972	–	–	648	(648)	-100,0%	972
Fire Service Capacity Building Grant	722	722	–	–	481	(481)	-100,0%	722
Total Capital Transfers and Grants	43 678	41 961	0	1	27 974	(27 973)	-100,0%	41 239
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	384	85 382	118 769	(33 386)	-28,1%	178 206

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M08 February

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	384	65 101	64 746	355	0,5%	97 119
Equitable Share	92 850	92 850	–	62 570	61 900	670	1,1%	92 850
Local Government Financial Management Grant [1 400	1 400	159	932	933	(1)	-0,1%	1 400
Expanded Public Works Programme Integrated Gr	2 269	2 269	225	1 598	1 513	86	5,7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	400	(400)	-100,0%	600
Other transfers and grants [insert description]	–	–	–	–	–	–		–
Provincial Government:	40 573	39 073	–	20 281	26 049	(5 768)	-22,1%	38 693
Housing	29 000	29 000	–	15 729	19 333	(3 604)	-18,6%	29 000
Financial Management	330	330	–	–	220	(220)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–		–
Regional Social Economical Pro	1 000	1 000	–	–	667	(667)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	5 426	(874)	-16,1%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	253	(253)	-100,0%	–
Maintenance of Main Roads	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	224	224	–	–	149	(149)	-100,0%	224
District Municipality:	–	–	–	–	–	–		–
Tourism	–	–	–	–	–	–		–
Water Drought Support	–	–	–	–	–	–		–
Other grant providers:	775	775	–	–	–	–		1 024
Belguim Grant	250	250	–	–	–	–		775
Table Mountain Fund	525	525	–	–	–	–		250
Total operating expenditure of Transfers and Grants	138 467	136 967	384	85 382	90 795	(5 413)	-6,0%	136 837
Capital expenditure of Transfers and Grants								
National Government:	41 984	40 267	0	1	26 844	(26 844)	-100,0%	40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	0	1	12 644	(12 643)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	–	–	10 143	(10 143)	-100,00%	15 214
Integrated National Electrification Programme (Mu	2 609	2 609	–	–	1 739	(1 739)	-100,00%	2 609
Regional Social Economical Pro	3 478	3 478	–	–	2 319	(2 319)	-100,00%	3 478
Provincial Government:	1 694	1 694	–	–	1 129	(1 129)	-100,0%	–
Housing	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–		–
Main Roads	972	972	–	–	648	(648)		–
Fire Service Capacity Building Grant	722	722	–	–	481	(481)		–
Other grant providers:	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	43 678	41 961	0	1	27 974	(27 973)	-100,0%	40 267
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	182 145	178 928	384	85 382	118 769	(33 386)	-28,1%	177 103

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M08 February

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C					%	D
R thousands								
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	605	4 857	4 477	379	8%	7 718
Pension and UIF Contributions	1 137	1 137	88	705	330	375	114%	1 137
Medical Aid Contributions	227	227	20	137	72	65	90%	227
Motor Vehicle Allowance	741	741	-	-	-	-		741
Cellphone Allowance	1 094	1 094	78	626	635	(9)	-1%	1 094
Housing Allowances	487	487	3	28	333	(305)	-92%	487
Other benefits and allowances	54	54	-	-	-	-		54
Sub Total - Councillors	11 459	11 459	794	6 352	5 847	505	9%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	1 986	2 540	(554)	-22%	3 809
Pension and UIF Contributions	783	783	17	132	522	(390)	-75%	783
Medical Aid Contributions	135	135	4	44	90	(46)	-51%	135
Overtime	-	-	-	-	-	-		-
Performance Bonus	891	891	46	311	594	(283)	-48%	891
Motor Vehicle Allowance	1 052	1 052	68	544	701	(157)	-22%	1 052
Cellphone Allowance	71	71	2	29	48	(18)	-38%	71
Housing Allowances	154	154	-	-	103	(103)	-100%	154
Other benefits and allowances	115	115	9	81	77	5	6%	115
Payments in lieu of leave	-	-	-	-	-	-		-
Long service awards	-	-	-	-	-	-		-
Post-retirement benefit obligations	-	-	-	-	-	-		-
Sub Total - Senior Managers	7 010	7 010	383	3 127	4 674	(1 546)	-33%	7 010
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	12 007	76 257	77 685	(1 428)	-2%	116 528
Pension and UIF Contributions	17 544	17 550	1 433	11 482	11 700	(218)	-2%	17 550
Medical Aid Contributions	7 793	7 793	697	5 260	5 195	65	1%	7 793
Overtime	12 733	12 733	1 286	11 491	8 489	3 002	35%	12 733
Performance Bonus	8 186	8 186	716	5 747	5 457	290	5%	8 186
Motor Vehicle Allowance	4 497	4 497	438	3 477	2 998	479	16%	4 497
Cellphone Allowance	405	405	43	333	270	63	23%	405
Housing Allowances	1 649	1 649	128	1 025	1 099	(74)	-7%	1 649
Other benefits and allowances	4 318	4 322	373	2 831	2 881	(50)	-2%	4 322
Payments in lieu of leave	889	889	465	5 874	593	5 281	891%	889
Long service awards	436	436	141	1 131	290	841	290%	436
Post-retirement benefit obligations	11 376	26 376	606	4 846	17 584	(12 739)	-72%	26 376
Sub Total - Other Municipal Staff	185 514	201 363	18 333	129 756	134 242	(4 486)	-3%	201 363
TOTAL SALARY, ALLOWANCES & % increase	203 983	219 832	19 510	139 235	144 763	(5 527)	-4%	219 832
TOTAL MANAGERS AND STAFF	192 524	208 373	18 716	132 883	138 915	(6 032)	-4%	208 373

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 - M08 February

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687				
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265				
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666				
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600				
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680				
Service charges - other		-	-	-	-	-	-	-	-				
Rental of facilities and equipment		240	284	382	381	281	231	553	473				
Interest earned - external investments		434	623	77	700	638	728	23	1 143				
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-				
Dividends received		-	-	-	-	-	-	-	-				
Fines		208	288	300	395	239	177	398	315				
Licences and permits		308	8	1 318	162	176	704	206	580				
Agency services		-	-	-	-	-	-	-	-				
Transfer receipts - operating		47 994	5 605	-	3 042	10 946	25 708	4 064	689				
Other revenue		145	331	344	461	433	376	1 691	1 064				
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	59 195	37 939	31 161	-	-	-	-
Other Cash Flows by Source													-
Transfer receipts - capital		14 003	-	-	-	3 474	10 000	-	-				
Contributions & Contributed assets		-	-	-	-	-	-	-	-				
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-				
Short term loans		-	-	-	-	-	-	-	-				
Borrowing long term/refinancing		-	-	-	-	-	-	-	-				
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83				
Receipt of non-current debtors		-	-	-	-	-	-	-	-				
Receipt of non-current receivables		-	-	-	-	-	-	-	-				
Change in non-current investments		-	-	-	-	-	-	-	-				
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	69 189	37 693	31 244	-	-	-	-
Cash Payments by Type													-
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757				
Remuneration of councillors		909	910	899	906	906	906	897	918				
Interest paid		-	-	-	-	-	46	-	-				
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913				
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-				
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697				
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434				
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-				
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500	1 877	263	119				
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311				
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	46 366	35 027	44 149	-	-	-	-
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932				
Repayment of borrowing		-	-	22	-	-	-	(2)	-				
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008				
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	52 834	36 905	47 088	-	-	-	-
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	16 355	788	(15 844)	-	-	-	-
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	104 517	104 517	104 517
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	104 517	104 517	104 517	104 517

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M08 February

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	–	5 968	6 763	101	101	6 763	6 662	98,5%	0%
August	2 395	5 968	6 763	3 035	3 136	13 526	10 390	76,8%	4%
September	3 895	5 968	6 763	2 468	5 604	20 289	14 685	72,4%	7%
October	4 259	5 968	6 763	6 398	12 002	27 052	15 049	55,6%	15%
November	5 596	5 968	6 763	2 200	14 202	33 814	19 612	58,0%	18%
December	4 014	5 968	6 763	4 387	18 589	40 577	21 988	54,2%	23%
January	2 324	5 968	6 763	1 566	20 155	47 340	27 185	57,4%	28%
February	5 448	5 968	6 763	2 718	22 873	54 103	31 230	57,7%	32%
March	6 120	5 968	6 763	–	–	60 866	–	–	–
April	10 087	5 968	6 763	–	–	67 629	–	–	–
May	3 737	5 968	6 763	–	–	74 392	–	–	–
June	38 783	5 968	6 763	–	–	81 155	–	–	–
Total Capital expenditure	86 657	71 613	81 155	22 873					

3.2 SUPPLY CHAIN MANAGEMENT

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/22	Supply, delivery and fitment of Vehicle batteries and rendering of auto electrical repairs and services	25-Mar-2020
08/2/17/25	Supply and servicing of Portable chemical toilets and emptying of septic tanks in the Witzenberg area	03-Mar-2020
08/2/17/55	Supply and delivery of Traffic Uniforms	26-Mar-2020
08/2/17/66	Non-Motorised Transport (NMT) facilities and Stormwater maintenance in Ceres	05-Mar-2020
08/2/17/68	Translation services from English to Afrikaans and vice versa for Witzenberg Municipality	06-Mar-2020
08/2/17/69	Printing, supply and delivery of a Corporate Newsletter to Witzenberg Municipality	04-Mar-2020
08/2/17/74	Supply of Remote Metering (AMR)	27-Mar-2020

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

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/78	Supply of Prepayment Electricity meters	05-Mar-2020
08/2/17/79	Appointment of a service provider to assist with the Bi Annual performance management support of section 56 & 57 Managers	03-Mar-2020

3.2.1.2 Evaluation stage:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019	26-Nov-2019 27-Feb-2020	I Barnard
08/2/17/09	Radio Frequency Identification (RFID) for wheelie bins	13-Dec-2019	27-Feb-2020 Referred back	J Jacobs
08/2/17/10	Construction of the Waverenskroon Dam, Inlet Pipeline and Intake Works, Tulbagh.	24-Jan-2020	25-Feb-2020	N Jacobs
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019	06-Dec-2019 15-Jan-2020 Referred back	C Wessels
08/2/17/18	Road markings in the Witzenberg municipal area	25-Feb-2020	Awaiting	E Lintnaar

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/29	Supply, delivery and installation of a Prefabricated building at the Ceres testing station	14-Feb-2020	Awaiting	M Green
08/2/17/38	Electrification of low cost houses in Vredebes, Ceres – Phase 2	31-Jan-2020	20-Feb-2020	D Greeff
08/2/17/41	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	04-Dec-2019	23-Jan-2020 24-Feb-2020	R Hendricks
08/2/17/46	Supply and delivery of a Fire truck equipped with medium size firefighting pumping apparatus with associated equipment to the Witzenberg municipality	11-Feb-2020	13-Feb-2020	A Lamprecht- Vertue
08/2/17/47	Supply, delivery and installation of a self-contained breathing apparatus filling station	19-Feb-2020	26-Feb-2020	A Lamprecht- Vertue
08/2/17/52	Rebuilding of the John Steyn library in Ceres	27-Feb-2020	Awaiting	C Wessels
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020	Awaiting	D Greeff
08/2/17/70	Construction of a public refuse drop-off facility, Wolseley	28-Feb-2020	Awaiting	J Jacobs

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/57	Appointment of Structural engineer for Structural alterations at Ceres Town Hall	07-Feb-2020	11-Feb-2020	H Truter
08/2/17/65	Painting of external surfaces at Pine Valley Community Hall Wolseley	20-Feb-2020	Awaiting	H Truter
08/2/17/75	Supply and delivery of pavers	18-Feb-2020	Awaiting	E Lintnaar
08/2/17/80	Service provider for Compilation and maintenance of Supplementary Valuation roll for Witzenberg municipality	26-Feb-2020	Awaiting	C Stevens

3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

3.2.1.3 Toekenningsfase:

Geen mededingende tender is tans in die toekenningsfase nie.

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

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

3.2.1.4 Bids awarded

The following bid was awarded by the Accounting Officer during the month of February 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/17/08	07-Feb-2020	Various Suppliers	Supply and delivery of New vehicles, plant and equipment	Bidder scored the highest points	Based on tendered rates

The following competitive bid were awarded by the Bid Adjudication Committee during the month of February 2020:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Februarie 2020:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Februarie 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/17/40	21-Feb-2020	Martin & East (Pty) Ltd	Ceres Sportsfields concrete stands (re-advertisement)	Only responsive bidder	Based on tendered rates
08/2/17/50	28-Feb-2020	Corjacq Construction	Supply and delivery of (two) 2 steel containers converted into complete toilets for Bella Vista sports field	Only responsive bidder	R 451 457.58

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of February 2020:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Februarie 2020:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/16	28-Feb-2020	Hiring of plant and equipment for the Witzenberg municipal area – Landfill sites	No responsive bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

No written price quotations were approved during the month of February 2020.

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende Februarie 2020 nie.

3.2.1.7 Formal Written Price Quotations	3.2.1.7 Formele Geskrewe Prys Kwotasies
The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of February 2020:	Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Februarie 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/53	02-Feb-2020	Consolidated African Technologies (PTY) Ltd	Supply of Licenses for handhels and meter reading software (Re-advertisement)	Only responsive bidder	R 199 851.60	Acting Director: Financial Services
08/2/17/72	06-Feb-2020	The Shearwater Property Trust	Leasing of Office space to Witzenberg Municipality in Ceres	Only responsive bidder	R 182 160.00	Director: Corporate Services
08/2/17/77	13-Feb-2020	Roy Steele & Ass. CC	Appointment of a Service provider to assist with the recruitment and selection process of section 56 Managers	Only responsive bidder	R 72 000.00	Director: Corporate Services

3.2.1.8 Appeals

3.2.1.8 Appelle

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

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of February 2020 which totals R 48 598.15:

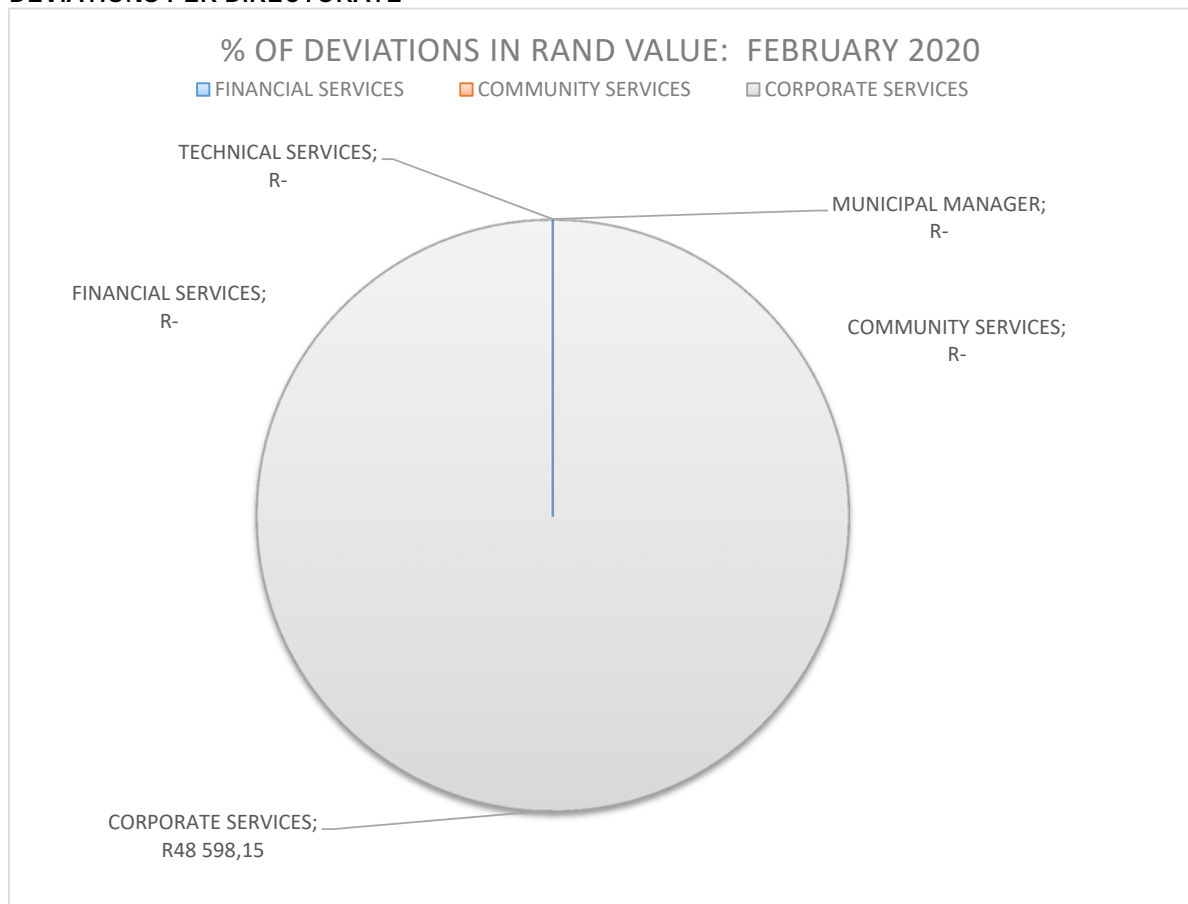
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Februarie 2020 wat beloop op die totaal van R 48 598.15:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
19-Feb-20	Witzenberg Herald	Publication of Notice: Rescheduling og Council Meeting for February 2020	Single supplier	163756	2,304.00
24-Feb-20	Total Computer Services (PTY) Ltd	Extension of License: 6 Months	Single supplier	163883	42,804.15
27-Feb-20	DSTV Multichoice	Dstv Subscription: Feb-Jun	Single supplier	163939	3,490.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
December 2019	R 1 448 039.56	R4 044 952.90	35.79%
January 2020	R 1 599 454.92	R14 071 089.52	11.36%
February 2020	R 48 598.15	R9 208 009.81	0.52%

DEVIATIONS PER DIRECTORATE



QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

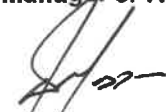
- The monthly in year monitoring reports for the month of February 2020

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

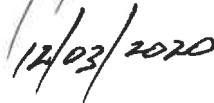
Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date:





**Monthly Budget Statement Report
Section 71 for March 2020**

**Financial data is in respect of the period
1 July 2019 to 31 March 2020**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentliche afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR’S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 9.2 million.

The monthly billing was also done as scheduled and during this process 17 318 accounts amounting to R 39.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.6 million.

The indigent cost to the municipality for the month amounts to R 1.6 million.

The accumulated debtor’s collection target for the year is 94%, and the actual accumulated year to date debtor’s collection is 88%.

The municipality issued orders to the value of R 14.1 million of which R 540 000 was in terms of deviations.

The municipality currently has R 132 million in its primary bank account and investments to the value of R20 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of March 2020 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly ’n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was ’n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 9.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 17 318 rekeninge ten bedrae van R 39.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.6 miljoen.

Die deernis subsidies vir die maand beloop R 1.6 miljoen.

Die opgehoopte debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 88%

Bestellings ter waarde van R 14.1 miljoen uitgereik, waarvan R 540 000 ten opsigte van afwykings is.

Die munisipaliteit het R 132 miljoen in die primêre bankrekening en beleggings ter waarde van R 20 miljoen.

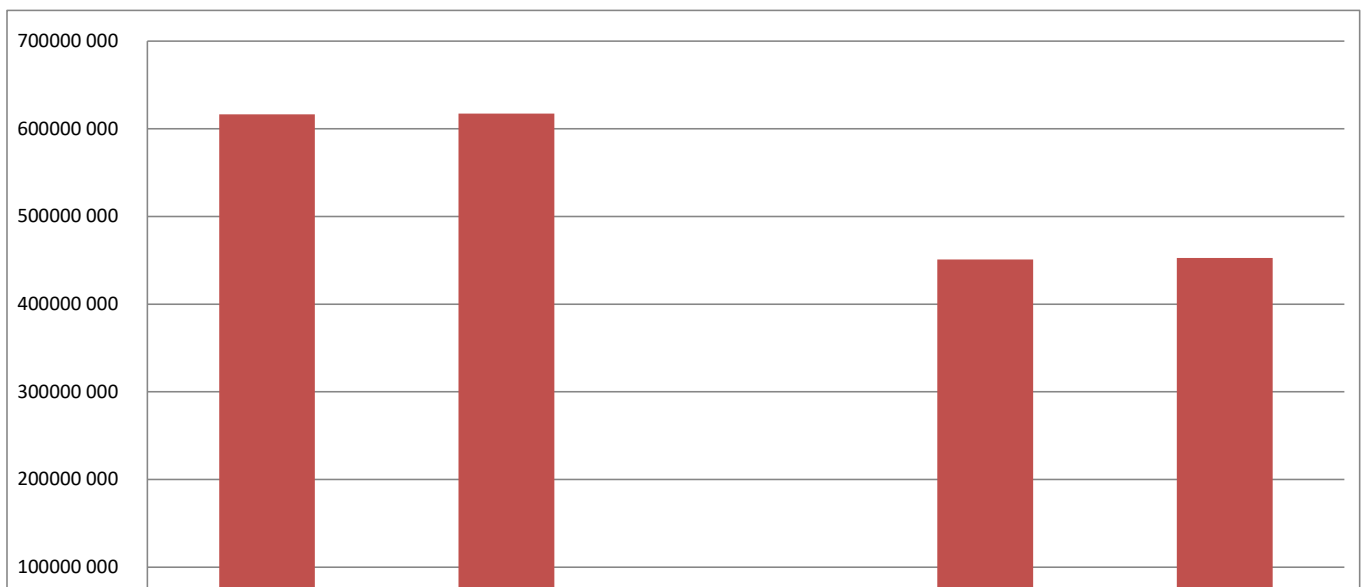
B AANBEVELING

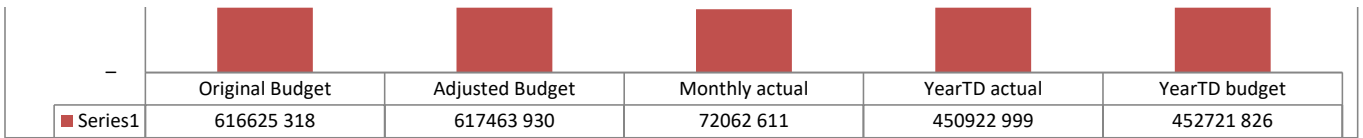
Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Maart 2020 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE

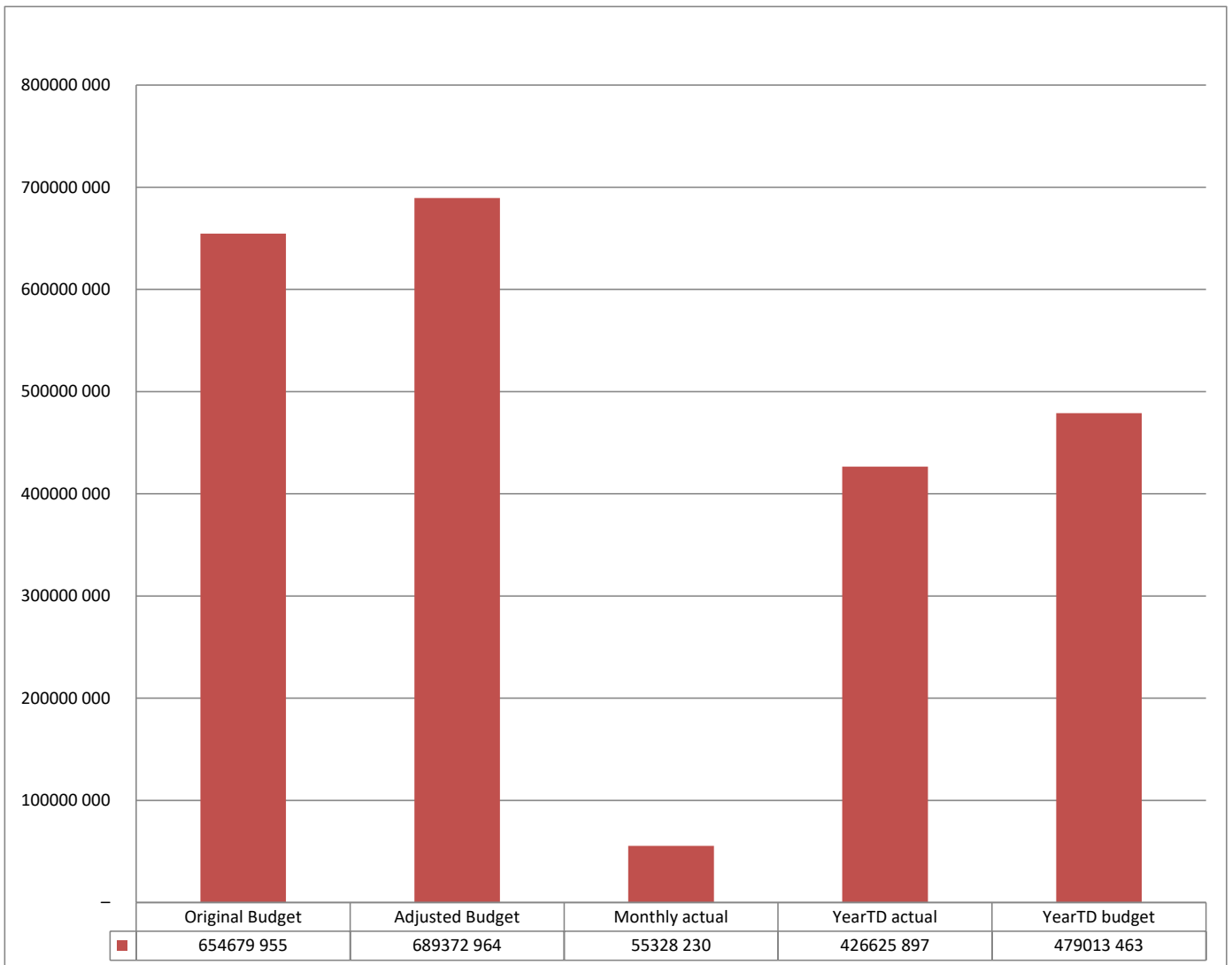




For the period 1 July 2019 to 31 March 2020, 73.03% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 31 Maart 2020, is 73.03% van die begrote operasionele inkomste gehef.

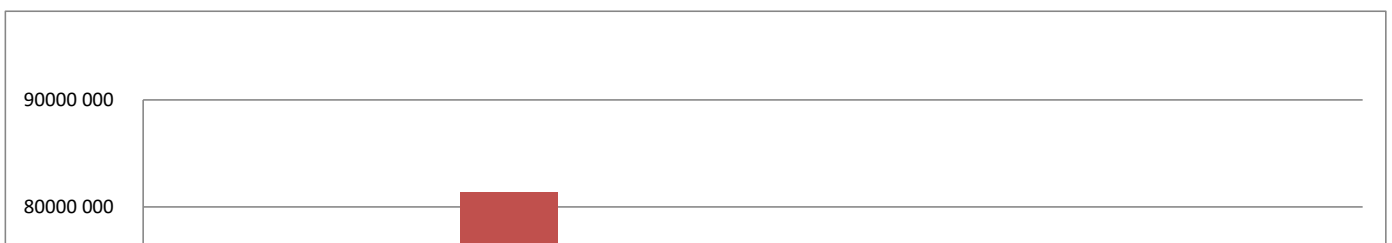
TOTAL OPERATIONAL EXPENDITURE

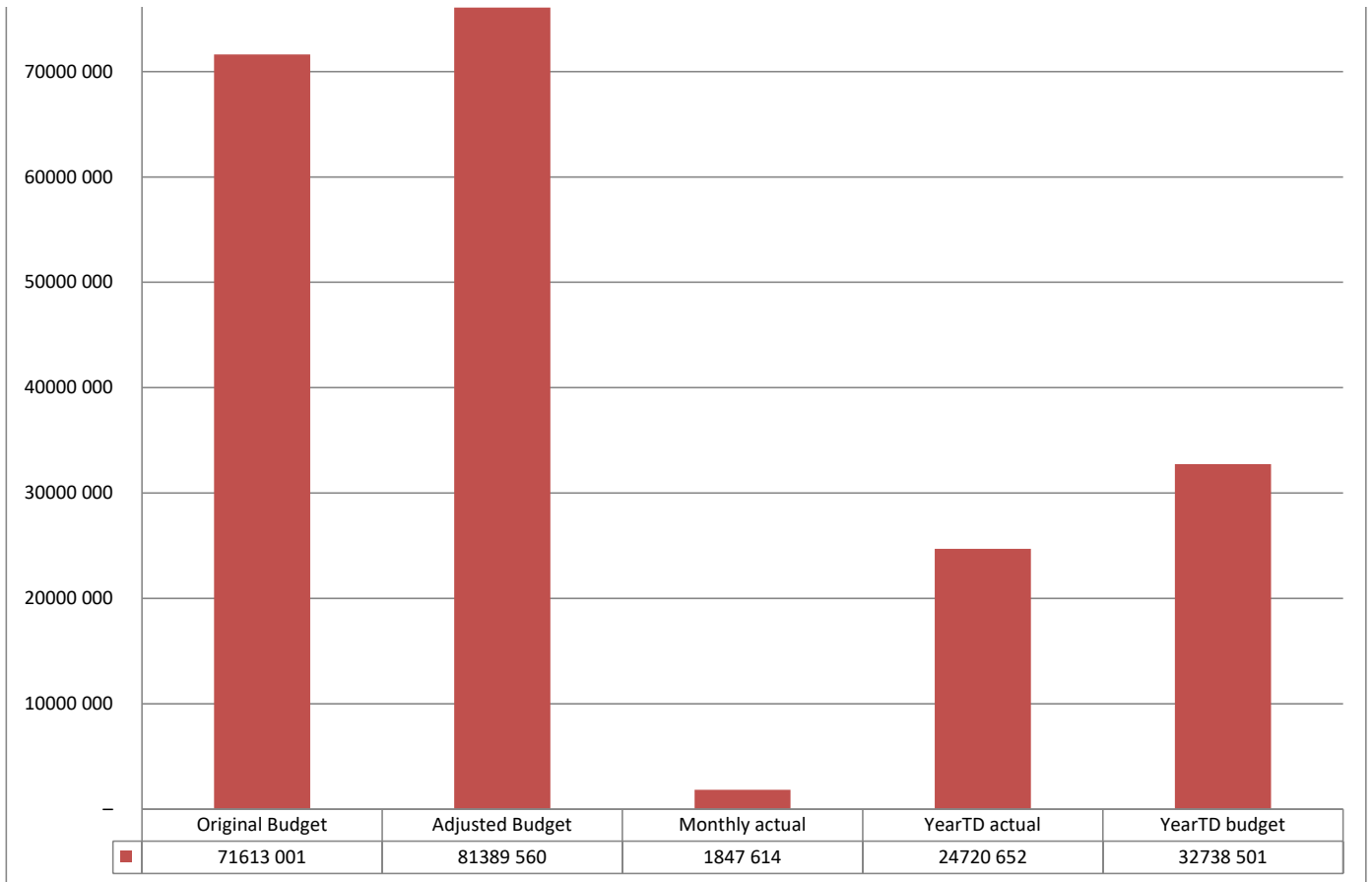


For the period 1 July 2019 to 31 March 2020, 61.89% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 31 Maart 2020, is 61.89% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE





For the period 1 July 2019 to 31 March 2020, 30.37% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 31 Maart 2020, is 30.37% van die begrote kapitale uitgawes aangegaan.

There is currently also R 18,3 million on order for capital expenditure.

Daar is tans ook R 18,3 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 March 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M09 March

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	3 815	62 123	61 620	502	1%	72 282
Service charges	305 199	346 953	347 173	40 681	248 745	248 263	482	0%	340 789
Investment revenue	8 551	8 695	8 695	404	4 879	6 521	(1 642)	-25%	8 695
Transfers recognised - operational	87 675	138 467	139 123	23 227	108 609	98 166	10 443	11%	139 123
Other own revenue	47 568	50 229	50 191	3 935	26 567	38 152	(11 585)	-30%	50 191
transfers and contributions)	518 771	616 625	617 464	72 063	450 923	452 722	(1 799)	-0%	611 080
Employee costs	9 458	192 524	208 373	15 831	148 760	156 280	(7 520)	-5%	208 373
Remuneration of Councillors	9 458	11 459	11 459	794	7 146	7 513	(367)	-5%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	22 811	(8 793)	-39%	45 590
Finance charges	8 409	8 840	8 724	4	269	751	(482)	-64%	8 724
Materials and bulk purchases	204 318	246 765	248 258	21 337	150 198	176 396	(26 197)	-15%	248 258
Transfers and grants	10 019	30 962	30 854	8 270	24 772	22 838	1 934	8%	30 854
Other expenditure	260 603	118 540	136 115	9 093	81 463	92 426	(10 963)	-12%	136 115
Total Expenditure	532 678	654 680	689 373	55 328	426 626	479 013	(52 388)	-11%	689 373
Surplus/(Deficit)	(13 907)	(38 055)	(71 909)	16 734	24 297	(26 292)	50 589	-192%	(78 293)
Transfers recognised - capital	70 437	44 178	46 327	-	1	34 745	(34 745)	-100%	46 327
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	56 530	6 123	(25 582)	16 734	24 298	8 454	15 844	187%	(31 966)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	8 454	15 844	187%	(31 966)
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390
Capital transfers recognised	54 177	45 678	46 327	773	8 857	12 068	(3 211)	-27%	46 327
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	3 043	-	-	2 283	(2 283)	-100%	3 043
Internally generated funds	32 479	25 935	32 019	1 074	15 863	18 388	(2 524)	-14%	32 019
Total sources of capital funds	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390
Financial position									
Total current assets	184 006	156 835	154 149	-	278 876	-	-	-	154 149
Total non current assets	965 651	978 519	1 000 758	-	976 356	-	-	-	1 000 758
Total current liabilities	91 237	115 487	118 841	-	166 705	-	-	-	118 841
Total non current liabilities	156 015	155 245	160 034	-	161 825	-	-	-	160 034
Community wealth/Equity	902 405	864 621	876 032	-	926 703	-	-	-	876 032
Cash flows									
Net cash from (used) operating	81 900	70 001	57 062	41 644	77 037	73 373	3 664	5%	57 062
Net cash from (used) investing	(83 389)	(71 613)	(81 014)	(2 318)	(27 345)	(58 096)	30 750	-53%	(81 014)
Net cash from (used) financing	(1 745)	(500)	3 000	(145)	(266)	2 763	(3 029)	-110%	(266)
end	94 272	89 164	73 319	-	143 698	112 313	31 385	28%	73 319
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	42 969	4 731	4 041	3 309	3 210	2 822	21 214	138 226	220 522
Creditors Age Analysis									
Total Creditors	970	44	-	-	-	-	-	-	1 014

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) - M09 March

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	88 978	95 002	95 064	6 158	75 266	80 403	(5 136)	-6%	95 064
Executive and council	-	-	0	10	19	0	19	2546567%	0
Finance and administration	88 978	95 002	95 064	6 148	75 247	80 403	(5 155)	-6%	95 064
Internal audit	-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>	112 056	156 525	156 352	23 743	114 863	111 087	3 776	3%	156 352
Community and social services	96 371	105 912	106 608	23 266	92 507	73 779	18 728	25%	106 608
Sport and recreation	6 826	20 394	19 525	468	6 548	14 644	(8 095)	-55%	19 525
Public safety	3	728	728	1	4	546	(542)	-99%	728
Housing	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492
<i>Economic and environmental services</i>	40 066	34 264	37 045	704	4 823	27 992	(23 169)	-83%	37 045
Planning and development	1 791	3 669	5 134	234	1 005	3 851	(2 845)	-74%	5 134
Road transport	38 187	30 057	31 214	469	3 817	23 618	(19 801)	-84%	31 214
Environmental protection	88	538	698	-	1	523	(522)	-100%	698
<i>Trading services</i>	346 951	374 903	375 221	41 457	255 878	285 127	(29 249)	-10%	375 221
Energy sources	226 478	267 273	267 493	32 697	179 807	196 094	(16 287)	-8%	267 493
Water management	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
Waste water management	45 431	26 404	26 404	2 308	21 376	26 953	(5 578)	-21%	26 404
Waste management	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020
Total Revenue - Functional	588 051	660 803	663 791	72 063	450 924	504 690	(53 767)	-11%	663 791
Expenditure - Functional									
<i>Governance and administration</i>	76 011	120 995	148 692	8 368	88 556	99 567	(11 011)	-11%	148 692
Executive and council	22 343	28 588	27 929	1 790	16 087	17 863	(1 776)	-10%	27 929
Finance and administration	51 368	90 177	118 533	6 356	70 568	79 996	(9 428)	-12%	118 533
Internal audit	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
<i>Community and public safety</i>	71 893	99 678	98 054	13 290	69 373	70 465	(1 092)	-2%	98 054
Community and social services	23 633	26 589	26 857	1 898	17 805	18 657	(853)	-5%	26 857
Sport and recreation	25 297	28 548	27 750	2 146	18 773	19 916	(1 143)	-6%	27 750
Public safety	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
Housing	12 954	35 126	34 022	8 621	27 188	25 249	1 939	8%	34 022
<i>Economic and environmental services</i>	59 435	69 890	70 920	4 351	39 711	38 101	1 609	4%	70 920
Planning and development	9 030	11 868	11 764	989	7 241	8 113	(871)	-11%	11 764
Road transport	49 753	55 632	56 617	3 210	31 567	28 273	3 294	12%	56 617
Environmental protection	651	2 390	2 539	153	902	1 715	(813)	-47%	2 539
<i>Trading services</i>	323 358	363 203	370 794	29 318	228 344	237 551	(9 207)	-4%	370 794
Energy sources	208 229	260 127	259 592	22 189	157 549	180 686	(23 137)	-13%	259 592
Water management	37 704	28 971	34 304	2 321	23 751	18 327	5 424	30%	34 304
Waste water management	33 065	31 759	33 602	2 396	22 148	16 820	5 328	32%	33 602
Waste management	44 361	42 346	43 295	2 411	24 895	21 718	3 177	15%	43 295
<i>Other</i>	824	914	914	1	642	694	(52)	-7%	914
Total Expenditure - Functional	531 521	654 680	689 373	55 328	426 626	446 379	(19 753)	-4%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	58 311	(34 014)		(25 582)

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) - M09 March

Description	2018/19	Budget Year 2019/20						YTD variance	YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget				
R thousands										
Revenue - Functional										
<i>Municipal governance and administration</i>	88 978	95 002	95 064	6 158	75 266	80 403	(5 136)	-6%	95 064	
Executive and council	-	-	0	10	19	0	19	2546567%	0	
<i>Mayor and Council</i>	-	-	0	10	19	0	19	2546567%	0	
Finance and administration	88 978	95 002	95 064	6 148	75 247	80 403	(5 155)	-6%	95 064	
<i>Administrative and Corporate Support</i>	1	9	9	-	-	6	(6)	-100%	9	
<i>Finance</i>	88 406	94 446	94 409	6 056	74 963	79 911	(4 948)	-6%	94 409	
<i>Human Resources</i>	499	526	526	87	235	394	(159)	-40%	526	
<i>Marketing, Customer Relations, Publicity and Media</i>	20	4	104	-	-	78	(78)	-100%	104	
<i>Supply Chain Management</i>	52	17	17	5	50	13	37	289%	17	
Community and public safety	112 056	156 525	156 352	23 743	114 863	111 087	3 776	3%	156 352	
Community and social services	96 371	105 912	106 608	23 266	92 507	73 779	18 728	25%	106 608	
<i>Aged Care</i>	86 628	95 119	95 415	23 219	87 387	65 384	22 003	34%	95 415	
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	224	222	222	8	152	167	(14)	-9%	222	
<i>Community Halls and Facilities</i>	495	863	863	34	356	647	(291)	-45%	863	
<i>Libraries and Archives</i>	9 024	9 707	10 107	5	4 611	7 580	(2 969)	-39%	10 107	
Sport and recreation	6 826	20 394	19 525	468	6 548	14 644	(8 095)	-55%	19 525	
<i>Recreational Facilities</i>	6 456	7 299	7 299	465	6 501	5 474	1 027	19%	7 299	
<i>Sports Grounds and Stadiums</i>	371	13 095	12 225	3	47	9 169	(9 122)	-99%	12 225	
R thousands										
Expenditure - Functional										
Public safety										
Public safety	3	728	728	1	4	546	(542)	-99%	728	
<i>Fire Fighting and Protection</i>	3	728	728	1	4	546	(542)	-99%	728	
Housing	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492	
<i>Housing</i>	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492	
Economic and environmental services	40 066	34 264	37 045	704	4 823	27 992	(23 169)	-83%	37 045	
Planning and development	1 791	3 669	5 134	234	1 005	3 851	(2 845)	-74%	5 134	
<i>Economic Development/Planning</i>	388	250	1 715	-	-	1 286	(1 286)	-100%	1 715	
<i>Town Planning, Building Regulations and Enforcement</i>	1 404	2 793	2 793	234	1 005	2 095	(1 090)	-52%	2 793	
<i>Project Management Unit</i>	-	626	626	-	-	470	(470)	-100%	626	
Road transport	38 187	30 057	31 214	469	3 817	23 618	(19 801)	-84%	31 214	
<i>Police Forces, Traffic and Street Parking Control</i>	20 076	23 720	23 720	469	3 817	17 998	(14 181)	-79%	23 720	
<i>Roads</i>	18 111	6 337	7 493	-	-	5 620	(5 620)	-100%	7 493	
Environmental protection	88	538	698	-	1	523	(522)	-100%	698	
<i>Biodiversity and Landscape</i>	88	538	698	-	1	523	(522)	-100%	698	
Trading services	346 951	374 903	375 221	41 457	255 878	285 127	(29 249)	-10%	375 221	
Energy sources	226 478	267 273	267 493	32 697	179 807	196 094	(16 287)	-8%	267 493	
<i>Electricity</i>	225 770	266 452	266 672	32 697	179 807	195 478	(15 671)	-8%	266 672	
<i>Street Lighting and Signal Systems</i>	708	821	821	-	-	616	(616)	-100%	821	
Water management	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303	
<i>Water Distribution</i>	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303	
Waste water management	45 431	26 404	26 404	2 308	21 376	26 953	(5 578)	-21%	26 404	
<i>Sewerage</i>	33 343	23 012	23 012	2 308	21 376	24 410	(3 034)	-12%	23 012	
<i>Storm Water Management</i>	12 088	3 391	3 391	-	-	2 544	(2 544)	-100%	3 391	
Waste management	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020	

<i>Solid Waste Removal</i>	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020
<i>Other</i>	-	109	109	1	93	82	11	14%	109
Licensing and Regulation	-	109	109	1	93	82	11	14%	109
Total Revenue - Functional	588 051	660 803	663 791	72 063	450 924	504 690	(53 767)	-11%	663 791

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M09 March

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Expenditure - Functional									
<i>Municipal governance and administration</i>	76 011	120 995	148 692	8 368	88 556	99 567	(11 011)	-11%	148 692
Executive and council	22 343	28 588	27 929	1 790	16 087	17 863	(1 776)	-10%	27 929
<i>Mayor and Council</i>	14 838	18 767	18 078	1 167	9 985	10 715	(730)	-7%	18 078
<i>Municipal Manager, Town Secretary and Chief Execut</i>	7 505	9 822	9 851	623	6 101	7 147	(1 046)	-15%	9 851
Finance and administration	51 368	90 177	118 533	6 356	70 568	79 996	(9 428)	-12%	118 533
<i>Administrative and Corporate Support</i>	10 401	8 615	16 337	1 057	9 093	10 132	(1 039)	-10%	16 337
<i>Asset Management</i>	100	4 392	4 392	2	151	3 284	(3 133)	-95%	4 392
<i>Budget and Treasury Office</i>	5	-	-	-	-	-	-		-
<i>Finance</i>	26 304	33 713	37 990	1 924	26 308	23 541	2 767	12%	37 990
<i>Fleet Management</i>	2 598	2 796	2 596	233	2 069	1 909	160	8%	2 596
<i>Human Resources</i>	(4 572)	19 972	34 942	1 766	18 510	25 619	(7 109)	-28%	34 942
<i>Information Technology</i>	2 974	3 719	3 719	279	3 056	3 458	(403)	-12%	3 719
<i>Legal Services</i>	2 188	1 780	3 287	106	2 772	2 495	276	11%	3 287
<i>Marketing, Customer Relations, Publicity and Media</i>	3 064	3 630	3 748	329	2 819	2 845	(26)	-1%	3 748
<i>Property Services</i>	1 813	3 489	3 489	50	435	1 509	(1 074)	-71%	3 489
<i>Risk Management</i>	16	421	421	-	-	316	(316)	-100%	421
<i>Supply Chain Management</i>	5 944	5 970	6 440	586	5 119	4 009	1 110	28%	6 440
<i>Valuation Service</i>	534	1 680	1 171	25	237	877	(641)	-73%	1 171
Internal audit	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
<i>Governance Function</i>	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
Community and public safety	71 893	99 678	98 054	13 290	69 373	70 465	(1 092)	-2%	98 054
Community and social services	23 633	26 589	26 857	1 898	17 805	18 657	(853)	-5%	26 857
<i>Aged Care</i>	4 533	4 296	4 552	396	3 685	2 845	841	30%	4 552
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	2 903	3 317	3 292	251	2 146	2 289	(143)	-6%	3 292
<i>Child Care Facilities</i>	2	819	823	-	6	619	(613)	-99%	823
<i>Community Halls and Facilities</i>	5 568	6 080	6 087	455	3 836	4 320	(484)	-11%	6 087
<i>Disaster Management</i>	55	47	73	0	44	27	17	62%	73
<i>Education</i>	4	705	705	-	2	530	(528)	-100%	705
<i>Libraries and Archives</i>	10 568	11 324	11 324	796	8 086	8 027	59	1%	11 324
Sport and recreation	25 297	28 548	27 750	2 146	18 773	19 916	(1 143)	-6%	27 750
<i>Community Parks (including Nurseries)</i>	6 497	6 763	6 782	586	4 945	4 626	319	7%	6 782
<i>Recreational Facilities</i>	14 318	16 797	15 964	1 180	10 625	11 886	(1 261)	-11%	15 964
<i>Sports Grounds and Stadiums</i>	4 482	4 988	5 005	380	3 204	3 405	(201)	-6%	5 005
Public safety	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
<i>Fire Fighting and Protection</i>	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
Housing	12 954	35 126	34 022	8 621	27 188	25 249	1 939	8%	34 022
<i>Housing</i>	12 749	33 431	32 307	8 608	27 073	23 965	3 108	13%	32 307
<i>Informal Settlements</i>	205	1 695	1 715	13	115	1 284	(1 169)	-91%	1 715
R thousands									
Description	2018/19	Budget Year 2019/20							YearTD budget
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
Economic and environmental services	59 435	69 890	70 920	4 351	39 711	38 101	1 609	4%	70 920
Planning and development	9 030	11 868	11 764	989	7 241	8 113	(871)	-11%	11 764
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 825	2 182	2 124	126	1 150	1 325	(175)	-13%	2 124
<i>Economic Development/Planning</i>	1 570	2 227	2 182	96	1 278	1 410	(132)	-9%	2 182
<i>Town Planning, Building Regulations and Enforcement</i>	4 077	4 920	4 920	631	3 587	3 679	(92)	-2%	4 920

<i>Project Management Unit</i>	1 559	2 538	2 538	136	1 227	1 699	(472)	-28%	2 538
Road transport	49 753	55 632	56 617	3 210	31 567	28 273	3 294	12%	56 617
<i>Police Forces, Traffic and Street Parking Control</i>	25 573	31 101	30 929	1 936	14 940	11 090	3 851	35%	30 929
Roads	24 181	24 531	25 688	1 274	16 627	17 183	(556)	-3%	25 688
Environmental protection	651	2 390	2 539	153	902	1 715	(813)	-47%	2 539
<i>Biodiversity and Landscape</i>	(24)	2 390	2 539	153	902	1 715	(813)	-47%	2 539
<i>Pollution Control</i>	675	-	-	-	-	-	-		-
Trading services	323 358	363 203	370 794	29 318	228 344	237 551	(9 207)	-4%	370 794
Energy sources	208 229	260 127	259 592	22 189	157 549	180 686	(23 137)	-13%	259 592
<i>Electricity</i>	205 241	257 067	256 767	21 985	155 403	178 409	(23 006)	-13%	256 767
<i>Street Lighting and Signal Systems</i>	2 988	3 060	2 825	205	2 146	2 277	(131)	-6%	2 825
Water management	37 704	28 971	34 304	2 321	23 751	18 327	5 424	30%	34 304
<i>Water Treatment</i>	21	1 557	1 557	4	21	1 167	(1 147)	-98%	1 557
<i>Water Distribution</i>	35 159	24 063	29 096	2 268	21 626	14 935	6 692	45%	29 096
<i>Water Storage</i>	2 524	3 351	3 651	50	2 104	2 225	(122)	-5%	3 651
Waste water management	33 065	31 759	33 602	2 396	22 148	16 820	5 328	32%	33 602
<i>Public Toilets</i>	1 432	1 710	1 710	130	1 137	1 201	(64)	-5%	1 710
<i>Sewerage</i>	25 120	21 855	23 690	1 633	15 418	9 933	5 484	55%	23 690
<i>Storm Water Management</i>	6 508	5 720	5 720	634	5 591	3 830	1 761	46%	5 720
<i>Waste Water Treatment</i>	5	2 475	2 483	-	2	1 855	(1 853)	-100%	2 483
Waste management	44 361	42 346	43 295	2 411	24 895	21 718	3 177	15%	43 295
<i>Solid Waste Disposal (Landfill Sites)</i>	13 624	16 543	16 235	357	2 497	5 529	(3 031)	-55%	16 235
<i>Solid Waste Removal</i>	28 966	24 478	25 735	1 911	20 979	15 196	5 783	38%	25 735
<i>Street Cleaning</i>	1 771	1 325	1 325	143	1 419	993	426	43%	1 325
Other	824	914	914	1	642	694	(52)	-7%	914
Licensing and Regulation	18	60	60	1	2	54	(52)	-96%	60
Tourism	806	854	854	-	640	640	0	0%	854
Total Expenditure - Functional	531 521	654 680	689 373	55 328	426 626	446 379	(19 753)	-4%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	58 311	(34 014)	-58%	(25 582)

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) - M09 March

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	91 172	5 861	73 245	77 483	(4 239)	-5.5%	91 172
Vote 2 - Community Services	132 923	181 732	183 184	24 231	118 937	131 418	(12 481)	-9.5%	183 184
Vote 3 - Corporate Services	520	539	639	97	254	479	(225)	-47.0%	639
Vote 4 - Technical Services	367 989	385 828	387 303	41 827	258 059	294 189	(36 129)	-12.3%	387 303
Vote 5 - Muncipal Manager	537	1 495	1 495	47	428	1 121	(692)	-61.8%	1 495
Total Revenue by Vote	588 051	660 803	663 791	72 063	450 924	504 690	(53 767)	-10.7%	663 791
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	51 373	2 569	32 104	32 721	(617)	-1.9%	51 373
Vote 2 - Community Services	99 562	136 762	135 067	15 463	86 553	85 706	848	1.0%	135 067
Vote 3 - Corporate Services	31 442	61 026	83 158	4 833	46 352	56 385	(10 033)	-17.8%	83 158
Vote 4 - Technical Services	355 880	397 201	405 781	31 605	252 095	261 670	(9 575)	-3.7%	405 781
Vote 5 - Muncipal Manager	10 589	12 551	13 994	858	9 523	9 897	(375)	-3.8%	13 994
Total Expenditure by Vote	531 521	654 680	689 373	55 328	426 626	446 379	(19 753)	-4.4%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	58 311	(34 014)	-58.3%	(25 582)

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) - M09 March

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	3 815	62 123	61 620	502	1%	72 282
Service charges - electricity revenue	221 840	265 119	265 339	32 718	179 948	189 125	(9 177)	-5%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 626	29 680	26 103	3 577	14%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	2 159	19 998	15 219	4 779	31%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 178	19 119	17 817	1 303	7%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	7 567	419	4 022	5 976	(1 954)	-33%	7 567
Interest earned - external investments	8 551	8 695	8 695	404	4 879	6 521	(1 642)	-25%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	1 059	10 444	5 919	4 526	76%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	3	47	14 819	(14 772)	-100%	19 482
Licences and permits	1 125	165	165	100	838	123	714	579%	165
Agency services	5 630	5 420	5 420	367	3 021	4 065	(1 044)	-26%	5 420
Transfers recognised - operational	87 675	138 467	139 123	23 227	108 609	98 166	10 443	11%	139 123
Other revenue	10 219	9 704	9 666	1 988	8 194	7 249	945	13%	9 666
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	617 464	72 063	450 923	452 722	(1 799)	0%	611 080
Expenditure By Type									
Employee related costs	149 718	192 524	208 373	15 831	148 760	156 280	(7 520)	-5%	208 373
Remuneration of councillors	9 458	11 459	11 459	794	7 146	7 513	(367)	-5%	11 459
Debt impairment	40 803	33 613	43 513	2 417	24 881	32 635	(7 754)	-24%	43 513
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	22 811	(8 793)	-39%	45 590
Finance charges	8 409	8 840	8 724	4	269	751	(482)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	20 414	139 298	162 649	(23 351)	-14%	229 196
Other materials	15 535	17 569	19 062	923	10 900	13 747	(2 847)	-21%	19 062
Contracted services	41 971	43 731	51 139	4 152	29 286	31 549	(2 263)	-7%	51 139
Transfers and grants	10 019	30 962	30 854	8 270	24 772	22 838	1 934	8%	30 854
Other expenditure	37 568	41 196	41 463	2 523	27 296	28 242	(946)	-3%	41 463
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	689 373	55 328	426 626	479 013	(52 388)	-11%	689 373
Surplus/(Deficit)	(13 907)	(38 055)	(71 909)	16 734	24 297	(26 292)	50 589	(0)	(78 293)
Transfers recognised - capital	70 437	44 178	46 327	-	1	34 745	(34 745)	(0)	46 327
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	(25 582)	16 734	24 298	8 454			(31 966)
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	56 530	6 123	(25 582)	16 734	24 298	8 454			(31 966)
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	8 454			(31 966)

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire 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) - M09 March

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	600	-	-	-	-		600
Vote 4 - Technical Services	47 388	33 049	35 680	408	9 744	10 766	(1 022)	-9%	35 680
Total Capital Multi-year expenditure	48 025	36 155	36 280	408	9 744	10 766	(1 022)	-9%	36 280
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	80	1	34	13	21	159%	80
Vote 2 - Community Services	3 394	15 992	20 266	554	4 253	4 385	(132)	-3%	20 266
Vote 3 - Corporate Services	1 021	3 380	4 560	50	1 028	7 029	(6 001)	-85%	4 560
Vote 4 - Technical Services	33 524	15 950	20 147	821	9 648	10 543	(895)	-8%	20 147
Vote 5 - Muncpal Manager	18	56	56	14	14	2	12	500%	56
Total Capital single-year expenditure	38 631	35 458	45 110	1 440	14 977	21 973	(6 996)	-32%	45 110
Total Capital Expenditure	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M09 March

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
Governance and administration	1 782	2 700	6 546	91	2 376	8 476	(6 100)	-72%	6 546
Executive and council	388	150	2 356	20	116	1 734	(1 618)	-93%	2 356
Finance and administration	1 394	2 550	4 190	71	2 261	6 742	(4 481)	-66%	4 190
Community and public safety	3 513	18 572	20 162	552	4 073	3 886	187	5%	20 162
Community and social services	187	4 190	6 491	-	343	3 274	(2 931)	-90%	6 491
Sport and recreation	3 326	13 461	12 675	552	3 650	71	3 579	5030%	12 675
Public safety	-	922	997	(0)	80	541	(462)	-85%	997
Housing	-	-	-	-	-	-	-		-
Economic and environmental service	33 399	13 808	13 919	61	7 333	7 858	(526)	-7%	13 919
Planning and development	491	26	138	-	30	35	(5)	-14%	138
Road transport	32 908	13 782	13 782	61	7 303	7 824	(521)	-7%	13 782
Environmental protection	-	-	-	-	-	-	-		-
Trading services	47 963	36 533	40 763	1 144	10 939	12 518	(1 579)	-13%	40 763
Energy sources	11 378	8 700	9 135	131	3 873	5 171	(1 298)	-25%	9 135
Water management	12 522	19 581	17 384	239	1 042	1 055	(14)	-1%	17 384
Waste water management	22 950	7 241	8 171	553	5 088	2 382	2 706	114%	8 171
Waste management	1 112	1 010	6 073	221	936	3 910	(2 974)	-76%	6 073
Total Capital Expenditure - Standard Classification	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390

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Funded by:									
National Government	25 874	38 506	36 789	773	8 606	4 914	3 692	75%	36 789
Provincial Government	27 586	6 672	8 537	–	251	6 403	(6 152)	-96%	8 537
District Municipality	717	500	500	–	–	375	(375)	-100%	500
Transfers recognised - capital	54 177	45 678	46 327	773	8 857	12 068	(3 211)	-27%	46 327
Borrowing	–	–	3 043	–	–	2 283	(2 283)	-100%	3 043
Internally generated funds	32 479	25 935	32 019	1 074	15 863	18 388	(2 524)	-14%	32 019
Total Capital Funding	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390

The table provides detail of the municipality’s financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M09 March

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash and cash equivalents	94 272	89 164	73 319	143 697	73 319
Consumer debtors	58 357	29 579	58 062	73 039	58 062
Other debtors	19 685	26 690	11 076	50 820	11 076
Current portion of long-term receivables	-	-	-	-	-
Inventory	11 693	11 402	11 693	11 319	11 693
Total current assets	184 006	156 835	154 149	278 876	154 149
Non current assets					
Long-term receivables	-	-	-	-	-
Investments	-	-	-	-	-
Investment property	44 492	45 660	44 492	44 350	44 492
Investments in Associate	-	-	-	-	-
Property, plant and equipment	918 179	929 659	953 687	929 031	953 687
Agricultural	-	-	-	-	-
Biological assets	-	-	-	-	-
Intangible assets	2 429	2 650	2 029	2 426	2 029
Other non-current assets	550	550	550	550	550
Total non current assets	965 651	978 519	1 000 758	976 356	1 000 758
TOTAL ASSETS	1 149 656	1 135 353	1 154 908	1 255 233	1 154 908
LIABILITIES					
Current liabilities					
Bank overdraft	-	-	-	-	-
Borrowing	-	-	-	-	-
Consumer deposits	7 150	6 418	7 150	7 445	7 150
Trade and other payables	62 785	69 191	63 479	135 617	63 479
Provisions	21 302	39 877	48 213	23 643	48 213
Total current liabilities	91 237	115 487	118 841	166 705	118 841
Non current liabilities					
Borrowing	4 704	675	9 222	4 704	9 222
Provisions	151 311	154 570	150 812	157 120	150 812
Total non current liabilities	156 015	155 245	160 034	161 825	160 034
TOTAL LIABILITIES	247 252	270 732	278 875	328 530	278 875
NET ASSETS	902 405	864 621	876 032	926 703	876 032
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	865 677	916 348	865 677
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	902 405	864 621	876 032	926 703	876 032

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M09 March

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	4 144	59 211	60 332	(1 121)	-2%	71 559
Service charges	299 778	330 950	330 950	34 734	255 798	263 714	(7 916)	-3%	330 950
Other revenue	1 076	24 158	24 319	3 074	16 525	14 759	1 766	12%	24 319
Government - operating	126 944	139 169	139 123	23 212	121 259	138 962	(17 703)	-13%	139 123
Government - capital	36 531	50 208	46 122	28 123	55 599	40 230	15 369	38%	46 122
Interest	11 596	16 565	16 586	404	4 770	14 122	(9 351)	-66%	16 586
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(539 268)	(43 722)	(406 285)	(429 625)	(23 340)	5%	(539 268)
Finance charges	(651)	(1 366)	(1 249)	(4)	(50)	(682)	(632)	93%	(1 249)
Transfers and Grants	(10 019)	(30 962)	(31 079)	(8 320)	(29 791)	(28 438)	1 353	-5%	(31 079)
NET CASH FROM/(USED) OPERATING ACTIVITIES	81 900	70 001	57 062	41 644	77 037	73 373	(41 574)	-57%	57 062
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(81 014)	(2 318)	(27 345)	(58 096)	(30 750)	53%	(81 014)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(83 389)	(71 613)	(81 014)	(2 318)	(27 345)	(58 096)	(30 750)	53%	(81 014)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	(145)	(246)	-	(246)	-	-
Payments									
Repayment of borrowing	(2 477)	(500)	3 000	-	(20)	2 763	2 783	101%	3 000
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 745)	(500)	3 000	(145)	(266)	2 763	3 029	110%	(266)
NET INCREASE/ (DECREASE) IN CASH HELD	(3 234)	(2 112)	(20 952)	39 181	49 426	18 041			(20 952)
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	73 319		143 698	112 313			73 319

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M09 March

Ref	Description R thousands	Variance Rand Value	Variance	Reasons for material deviations
1	Revenue By Source			
	Property rates	502	1%	Immaterial variance
	Service charges - electricity revenue	(9 177)	-5%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Service charges - water revenue	3 577	14%	Increase in consumption due to warmer weather and water restrictions not being implemented currently.
	Service charges - sanitation revenue	4 779	31%	Increase due to industrial effluent charges
	Service charges - refuse revenue	1 303	7%	Increase due to private dumping
	Service charges - other	-		
	Rental of facilities and equipment	(1 954)	-33%	Decrease in occupations and rental of halls
	Interest earned - external investments	(1 642)	-25%	Interest accrued on remaining investment outstanding
	Interest earned - outstanding debtors	4 526	76%	Increase in outstanding debt
	Dividends received	-		
	Fines, penalties and forfeits	(14 772)	-100%	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	714	579%	Line item Correction of budget between Licences and permits & Agency Services
	Agency services	(1 044)	-26%	Line item Correction of budget between Licences and permits & Agency Services
	Transfers and subsidies	10 443	11%	Excellerated expenditure on housing top structures - Vredebes Housing Project
	Other revenue	945	13%	Immaterial variance
	Gains on disposal of PPE	-		
	Expenditure By Type			
2	Expenditure By Type			
	Employee related costs	(7 520)	-5%	Variance primarily due to Post Employment Provisions
	Remuneration of councillors	(367)	-5%	Immaterial variance
	Debt impairment	(7 754)	-24%	Increase in outstanding debt.
	Depreciation & asset impairment	(8 793)	-39%	Depreciation runs to follow. Capital parameter setup in progress.
	Finance charges	(482)	-64%	Interest Charges relating to Landfill Sites recognised on an annual basis
	Bulk purchases	(23 351)	-14%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Other materials	(2 847)	-21%	Implementation of Cost containment Measures
	Contracted services	(2 263)	-7%	Implementation of Cost containment Measures
	Transfers and subsidies	1 934	8%	Immaterial variance
	Other expenditure	(946)	-3%	Immaterial variance
	Loss on disposal of PPE	-		
3	Capital Expenditure			
	Total Capital Expenditure	(8 018)	-24%	SCM Delay in the projects : Tulbagh Dam Project & Upgrading Of Sport Facilities
	-	-		
	-	-		
	-	-		
4	Financial Position			
	-	-		
	-	-		
	-	-		
	-	-		
5	Cash Flow			
	Receipts			
	Service Charges	(7 916)	-3%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding.
	Government - operating	(17 703)	-13%	Outstanding Housing Allocation
	Interest	(9 351)	-66%	Interest not accrued on monthly basis, but recognised on investment withdrawals.
	Payments			
	Transfers and Grants	1 353	-5%	Rollout of Top Structures in progress.
	Capital assets	(30 750)	53%	SCM Delay in the projects : Tulbagh Dam Project & Upgrading Of Sport Facilities
	Repayment of borrowing	2 783	101%	New loans to be taken up by the municipality.
	-	-		
6	Measureable performance			
	-	-		
	-	-		
	-	-		
	-	-		
7	Municipal Entities			
	-	-		
	-	-		
	-	-		
	-	-		
	-	-		

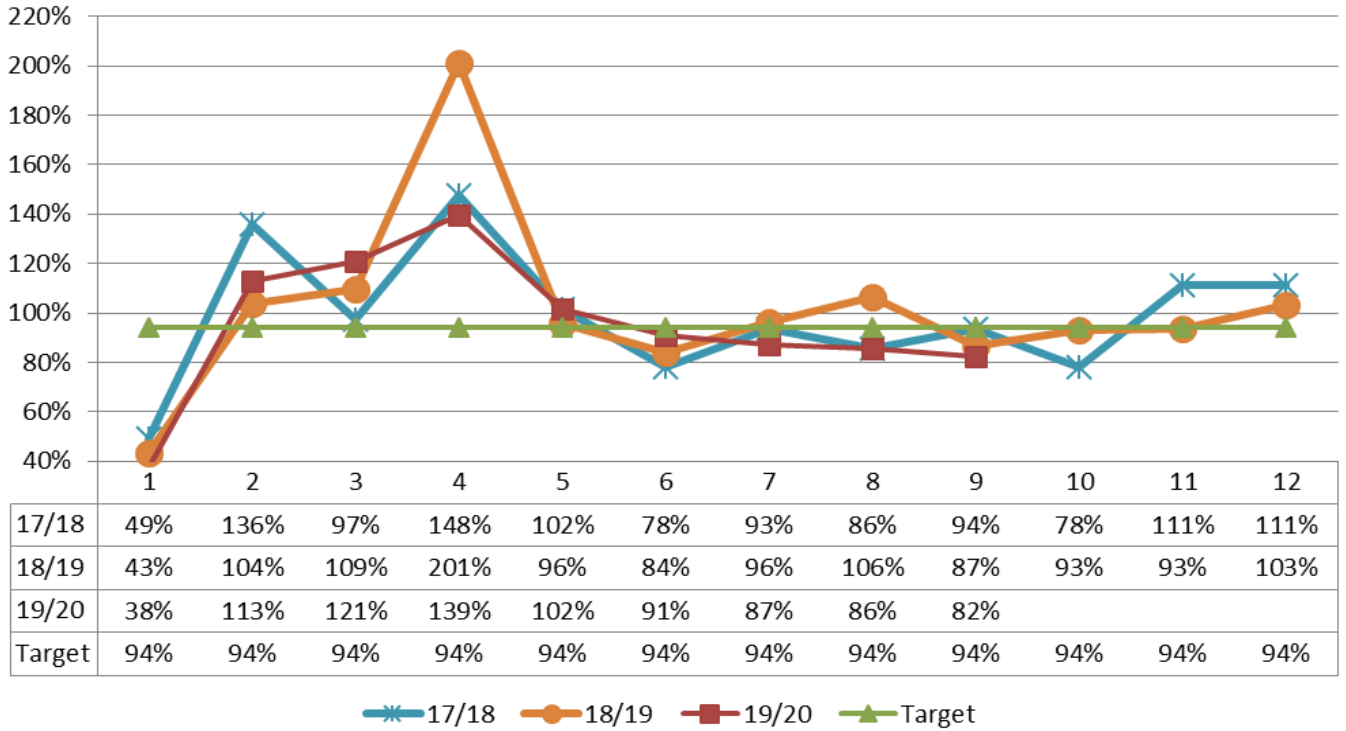
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M09 March

Description	NT Code	Budget Year 2019/20									Total over 90 days
		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	
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	9 850	1 797	1 735	1 160	1 176	927	6 805	41 568	65 018	51 636
Electricity	1300	20 034	734	267	227	174	126	1 123	3 392	26 076	5 041
Property Rates	1400	4 016	330	275	252	243	224	4 022	14 166	23 528	18 907
Waste Water Management	1500	5 632	810	754	726	683	658	3 586	20 610	33 460	26 263
Waste Management	1600	6 114	917	835	772	733	704	3 632	21 752	35 459	27 593
Property Rental Debtors	1700	89	13	12	12	12	12	84	801	1 036	922
Interest on Arrear Accounts	1810	1 413	101	121	128	139	146	1 769	34 868	38 683	37 049
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(4 178)	28	41	31	51	25	194	1 069	(2 738)	1 370
Total By Income Source	2000	42 969	4 731	4 041	3 309	3 210	2 822	21 214	138 226	220 522	168 781
2019/20 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	667	379	208	186	139	92	2 448	5 756	9 875	8 621
Commercial	2300	17 593	498	254	201	161	132	1 959	7 826	28 624	10 279
Households	2400	24 270	3 670	3 390	2 753	2 759	2 460	16 042	121 467	176 810	145 480
Other	2500	439	184	189	169	152	138	766	3 178	5 214	4 402
Total By Customer Group	2600	42 969	4 731	4 041	3 309	3 210	2 822	21 214	138 226	220 522	168 781

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

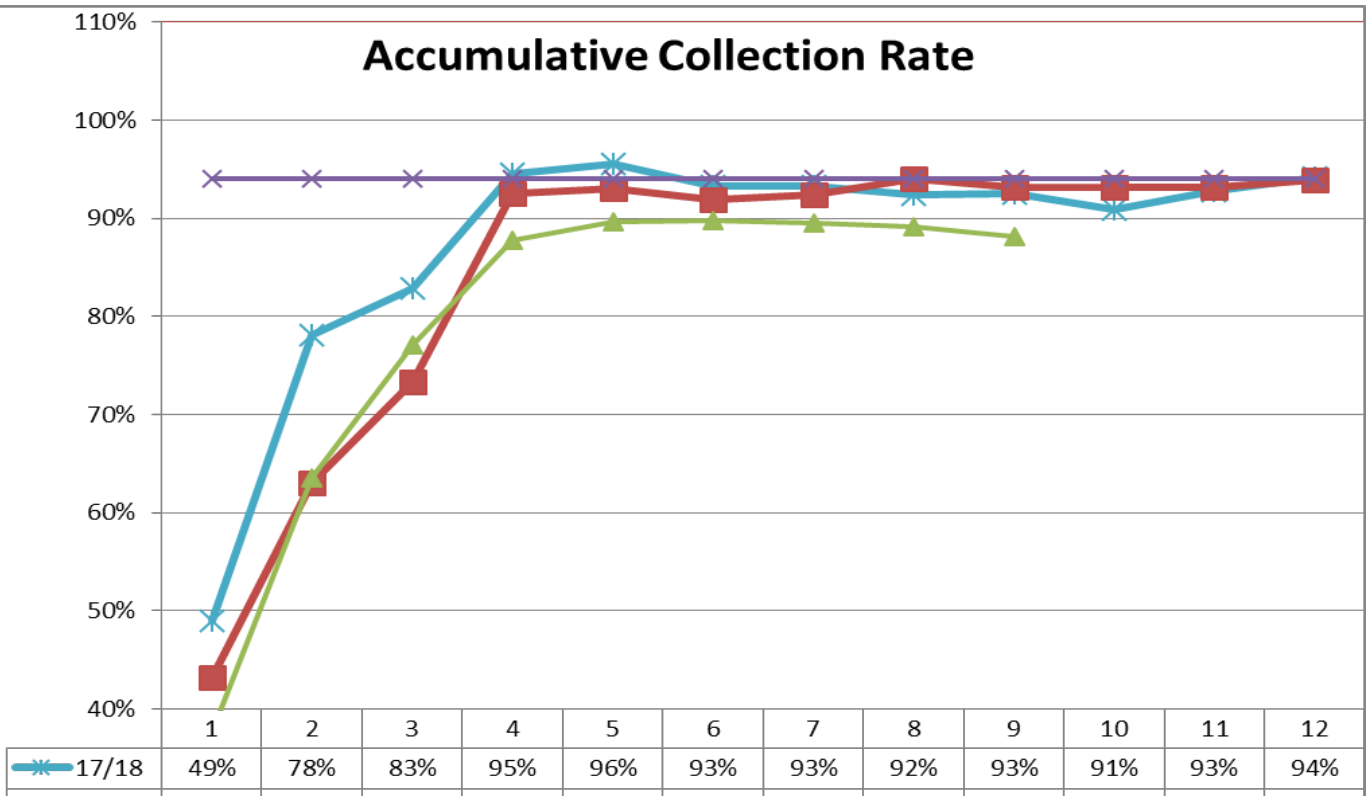
Debtor Collection Rate per Month






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 March 2020 amounts to 82% in comparison to the previous year 87%.

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 Maart 2020 82% beloop in vergelyking met die vorige jaar 87%.

Accumulative Collection Rate



 18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	94%
 19/20	38%	64%	77%	88%	90%	90%	90%	89%	88%			
 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 88%.

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 88% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M09 March

Description R thousands	NT Code	Budget Year 2019/20								Total
		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	
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	970	44	-	-	-	-	-	-	1 014
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	970	44	-	-	-	-	-	-	1 014

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M09 March

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	10 Months	-	08/06/2020	-		-	-	20 000
Standard Bank	-	-	-	-		-	-	-
FNB	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	20 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M09 March

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	23 227	88 328	72 839	15 489	21.3%	97 119
Equitable Share	92 850	92 850	23 212	85 782	69 638	16 145	23.2%	92 850
Local Government Financial Management Grant [S	1 400	1 400	9	941	1 050	(109)	-10.4%	1 400
Expanded Public Works Programme Integrated Gra	2 269	2 269	7	1 605	1 702	(97)	-5.7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	450	(450)	-100.0%	600
Provincial Government:	40 573	39 073	-	20 281	29 305	(9 024)	-30.8%	39 073
Housing	29 000	29 000	-	15 729	21 750	(6 021)	-27.7%	29 000
Financial Management	330	330	-	-	248	(248)	-100.0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	750	(750)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	6 104	(1 552)	-25.4%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	285	(285)	-100.0%	380
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	168	(168)	-100.0%	224
	-	-	-	-	-	-	-	-
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	-	-	-	775
Belguim Grant	250	250	-	-	-	-	-	250
Table Mountain Fund	525	525	-	-	-	-	-	525
Total Operating Transfers and Grants	138 467	136 967	23 227	108 609	102 144	6 465	6.3%	136 967
National Government:	41 984	40 267	-	1	30 200	(30 199)	-400.0%	40 267
Municipal Infrastructure Grant (MIG)	18 966	18 966	-	1	14 225	(14 224)	-100.0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	-	-	11 410	(11 410)	-100.0%	15 214
Integrated National Electrification Programme (Mun	2 609	2 609	-	-	1 957	(1 957)	-100.0%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	2 609	(2 609)	-100.0%	3 478
Provincial Government:	1 694	1 694	-	-	1 270	(1 270)	-100.0%	972
Main Roads	972	972	-	-	729	(729)	-100.0%	972
Fire Service Capacity Building Grant	722	722	-	-	541	(541)	-100.0%	722
Total Capital Transfers and Grants	43 678	41 961	-	1	31 470	(31 470)	-100.0%	41 239
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	23 227	108 610	133 615	(25 005)	-18.7%	178 206

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M09 March

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	23 227	88 328	72 839	15 489	21.3%	97 119
Equitable Share	92 850	92 850	23 212	85 782	69 638	16 145	23.2%	92 850
Local Government Financial Management Grant [1 400	1 400	9	941	1 050	(109)	-10.4%	1 400
Expanded Public Works Programme Integrated Gr	2 269	2 269	7	1 605	1 702	(97)	-5.7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	450	(450)	-100.0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-
Provincial Government:	40 573	39 073	-	20 281	29 305	(9 024)	-30.8%	38 693
Housing	29 000	29 000	-	15 729	21 750	(6 021)	-27.7%	29 000
Financial Management	330	330	-	-	248	(248)	-100.0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	750	(750)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	6 104	(1 552)	-25.4%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	285	(285)	-100.0%	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	168	(168)	-100.0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	-	-	-	1 024
Belguim Grant	250	250	-	-	-	-	-	775
Table Mountain Fund	525	525	-	-	-	-	-	250
Total operating expenditure of Transfers and Grants	138 467	136 967	23 227	108 609	102 144	6 465	6.3%	136 837
Capital expenditure of Transfers and Grants								
National Government:	41 984	40 267	-	1	30 200	(30 199)	-100.0%	40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	-	1	14 225	(14 224)	-100.00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	-	-	11 410	(11 410)	-100.00%	15 214
Integrated National Electrification Programme (Mu	2 609	2 609	-	-	1 957	(1 957)	-100.00%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	2 609	(2 609)	-100.00%	3 478
Provincial Government:	1 694	1 694	-	-	1 270	(1 270)	-100.0%	-
Housing	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-
Main Roads	972	972	-	-	729	(729)	-	-
Fire Service Capacity Building Grant	722	722	-	-	541	(541)	-	-
Other grant providers:	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	43 678	41 961	-	1	31 470	(31 470)	-100.0%	40 267
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	182 145	178 928	23 227	108 610	133 615	(25 005)	-18.7%	177 103

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M09 March

Summary of Employee and Councillor remuneration R thousands	Budget Year 2019/20							
	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	7 718	7 718	605	5 461	5 773	(312)	-5%	7 718
Pension and UIF Contributions	1 137	1 137	88	793	426	367	86%	1 137
Medical Aid Contributions	227	227	20	157	95	62	66%	227
Motor Vehicle Allowance	741	741	-	-	-	-		741
Cellphone Allowance	1 094	1 094	78	704	819	(115)	-14%	1 094
Housing Allowances	487	487	3	31	400	(369)	-92%	487
Other benefits and allowances	54	54	-	-	-	-		54
Sub Total - Councillors	11 459	11 459	794	7 146	7 513	(367)	-5%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	2 223	2 857	(634)	-22%	3 809
Pension and UIF Contributions	783	783	17	149	588	(438)	-75%	783
Medical Aid Contributions	135	135	4	49	101	(52)	-52%	135
Overtime	-	-	-	-	-	-		-
Performance Bonus	891	891	47	358	668	(310)	-46%	891
Motor Vehicle Allowance	1 052	1 052	68	612	789	(177)	-22%	1 052
Cellphone Allowance	71	71	2	31	53	(22)	-42%	71
Housing Allowances	154	154	-	-	115	(115)	-100%	154
Other benefits and allowances	115	115	9	90	86	4	5%	115
Payments in lieu of leave	-	-	-	-	-	-		-
Long service awards	-	-	-	-	-	-		-
Post-retirement benefit obligations	-	-	-	-	-	-		-
Sub Total - Senior Managers	7 010	7 010	384	3 512	5 258	(1 746)	-33%	7 010
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 177	85 435	87 396	(1 961)	-2%	116 528
Pension and UIF Contributions	17 544	17 550	1 433	12 915	13 162	(247)	-2%	17 550
Medical Aid Contributions	7 793	7 793	701	5 961	5 844	117	2%	7 793
Overtime	12 733	12 733	1 235	12 726	9 550	3 176	33%	12 733
Performance Bonus	8 186	8 186	718	6 465	6 140	326	5%	8 186
Motor Vehicle Allowance	4 497	4 497	434	3 912	3 373	539	16%	4 497
Cellphone Allowance	405	405	43	376	304	72	24%	405
Housing Allowances	1 649	1 649	130	1 155	1 237	(81)	-7%	1 649
Other benefits and allowances	4 318	4 322	356	3 187	3 241	(54)	-2%	4 322
Payments in lieu of leave	889	889	465	6 339	667	5 672	851%	889
Long service awards	436	436	141	1 273	327	946	290%	436
Post-retirement benefit obligations	11 376	26 376	606	5 451	19 782	(14 331)	-72%	26 376
Sub Total - Other Municipal Staff	185 514	201 363	15 439	145 194	151 022	(5 828)	-4%	201 363
TOTAL SALARY, ALLOWANCES & % increase	203 983	219 832	16 617	155 853	163 793	(7 940)	-5%	219 832
TOTAL MANAGERS AND STAFF	192 524	208 373	15 823	148 706	156 280	(7 573)	-5%	208 373

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 - M09 March

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687	4 144	3 727	3 884	4 736
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265	27 791	32 697	33 059	37 669
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666	2 954	3 109	3 054	4 390
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600	1 585	1 449	1 564	1 419
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680	2 404	1 928	1 899	2 558
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		240	284	382	381	281	231	553	473	430	134	435	527
Interest earned - external investments		434	623	77	700	638	728	23	1 143	404	590	831	2 494
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	7 900
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		208	288	300	395	239	177	398	315	294	217	851	1 383
Licences and permits		308	8	1 318	162	176	704	206	580	532	14	362	(2 456)
Agency services		-	-	-	-	-	-	-	-	-	3 670	-	-
Transfer receipts - operating		47 994	5 605	-	3 042	10 946	25 708	4 064	689	23 212	161	0	17 703
Other revenue		145	331	344	461	433	376	1 691	1 064	1 818	2 325	410	489
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	59 195	37 939	31 161	65 568	50 022	46 349	78 812
Other Cash Flows by Source													
Transfer receipts - capital		14 003	-	-	-	3 474	10 000	-	-	28 123	4 104	1 788	(15 369)
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83	(145)	-	-	246
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	69 189	37 693	31 244	93 545	54 126	48 137	63 688
Cash Payments by Type													
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757	14 505	14 541	16 489	13 449
Remuneration of councillors		909	910	899	906	906	906	897	918	794	966	963	1 485
Interest paid		-	-	-	-	-	46	-	-	4	-	-	1 200
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913	20 414	24 914	23 272	34 744
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697	2 442	2 046	2 829	1 947
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434	4 165	4 659	6 958	14 395
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500	1 877	263	119	8 320	660	1 272	(643)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311	2 399	4 712	1 307	6 452
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	46 366	35 027	44 149	53 043	52 498	53 090	73 029
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932	2 318	6 607	9 959	43 585
Repayment of borrowing		-	-	22	-	-	-	(2)	-	-	-	-	(3 020)
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008	(997)	-	-	583
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	52 834	36 905	47 088	54 365	59 104	63 049	114 177
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	16 355	788	(15 844)	39 181	(4 978)	(14 911)	(50 489)
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	138 720	123 808
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	138 720	123 808	73 320

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M09 March

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
<u>Monthly expenditure performance trend</u>									
July	-	5 968	6 782	101	101	6 782	6 682	98.5%	0%
August	2 395	5 968	6 782	3 035	3 136	13 565	10 429	76.9%	4%
September	3 895	5 968	6 782	2 468	5 604	20 347	14 743	72.5%	7%
October	4 259	5 968	6 782	6 398	12 002	27 130	15 127	55.8%	15%
November	5 596	5 968	6 782	2 200	14 202	33 912	19 710	58.1%	17%
December	4 014	5 968	6 782	4 387	18 589	40 695	22 106	54.3%	23%
January	2 324	5 968	6 782	1 566	20 155	47 477	27 322	57.5%	28%
February	5 448	5 968	6 782	2 718	22 873	54 260	31 387	57.8%	32%
March	6 120	5 968	6 782	1 848	24 721	61 042	36 322	59.5%	35%
April	10 087	5 968	6 782	-		67 825	-		
May	3 737	5 968	6 782	-		74 607	-		
June	38 783	5 968	6 782	-		81 390	-		
Total Capital expenditure	86 657	71 613	81 390	24 721					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/42	Leasing of office space to Witzenberg Municipality in Ceres (Re-advertisement)	21-Apr-2020*
08/2/17/71	Appointment of Professional service provider for the research of land and submission of an environmental Basic Assessment Report (BAR) for the establishment of a regional cemetery	14-Apr-2020*
08/2/17/74	Supply of Remote Metering (AMR)	27-Mar-2020*

* All bids in the advertisement stage during the lockdown period were postponed till after 16 April 2020.

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

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019	06-Dec-2019 15-Jan-2020 Referred back	C Wessels
08/2/17/18	Road markings in the Witzenberg municipal area	25-Feb-2020	04-Mar-2020	E Lintnaar
08/2/17/25	Supply and servicing of Portable chemical toilets and emptying of septic tanks in the Witzenberg area	03-Mar-2020	25-Mar-2020	N Jacobs
08/2/17/47	Supply, delivery and installation of a self-contained breathing apparatus filling station	19-Feb-2020	26-Feb-2020	A Lamprecht-Vertue
08/2/17/55	Supply and delivery of Traffic Uniforms	26-Mar-2020	Awaiting	M Green
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020	26-Mar-2020	D Greeff
08/2/17/61	Supply and delivery of 10 Tailormade business containers	20-Mar-2020	Awaiting	R Fick
08/2/17/62	Supply, delivery & installation of palisade fencing & 2 palisade gates for municipal property	25-Mar-2020	Awaiting	R Fick

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/63	Paving at Skoonvlei site in Bella Vista, Ceres	20-Mar-2020	Awaiting	R Fick
08/2/17/66	Non-Motorised Transport (NMT) facilities and Stormwater maintenance in Ceres	05-Mar-2020	23-Mar-2020	E Lintnaar
08/2/17/68	Translation services from English to Afrikaans and vice versa for Witzenberg Municipality	06-Mar-2020	Awaiting	R Hendricks
08/2/17/69	Printing, supply and delivery of a Corporate Newsletter to Witzenberg Municipality	04-Mar-2020	11-Mar-2020	R Hendricks
08/2/17/70	Construction of a public refuse drop-off facility, Wolseley	28-Feb-2020	10-Mar-2020 17-Mar-2020 30-Mar-2020	J Jacobs
08/2/17/73	Supply, delivery and offloading of Lime and Calcium Hypochlorite	11-Mar-2020	Awaiting	M Frieslaar N Jacobs

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/57	Appointment of Structural engineer for Structural alterations at Ceres Town Hall	07-Feb-2020	11-Feb-2020 09-Mar-2020 30-Mar-2020	H Truter
08/2/17/65	Painting of external surfaces at Pine Valley Community Hall Wolseley	20-Feb-2020	04-Mar-2020	H Truter
08/2/17/75	Supply and delivery of pavers	18-Feb-2020	04-Mar-2020	E Lintnaar
08/2/17/78	Supply of Prepayment Electricity meters	05-Mar-2020	19-Mar-2020	D Greeff
08/2/17/85	Supply, delivery and installation of building signage	18-Mar-2020	23-Mar-2020	R Hendricks
08/2/17/89	Servicing of Portable chemical toilets in the Witzenberg area (3 months)	10-Mar-2020	24-Mar-2020	N Jacobs

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitives bid are currently in the adjudication stage:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019	19-Feb-2020	31-Mar-2020
08/2/17/09	Radio Frequency Identification (RFID) for wheelie bins	13-Dec-2019	25-Mar-2020	31-Mar-2020

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/29	Supply, delivery and installation of a Prefabricated building at the Ceres testing station	14-Feb-2020	25-Mar-2020	31-Mar-2020
08/2/17/41	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	04-Dec-2019	18-Feb-2020	31-Mar-2020
08/2/17/46	Supply and delivery of a Fire truck equipped with medium size firefighting pumping apparatus with associated equipment to the Witzenberg municipality	11-Feb-2020	25-Mar-2020	31-Mar-2020
08/2/17/52	Rebuilding of the John Steyn library in Ceres	27-Feb-2020	25-Mar-2020	31-Mar-2020

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

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

3.2.1.4 Bids awarded

No bid was awarded by the Accounting Officer during the month of March 2020.

The following competitive bid were awarded by the Bid Adjudication Committee during the month of March 2020:

3.2.1.4 Tenders toegeken

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende Maart 2020 nie.

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Maart 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/17/38	11-Mar-2020	Motheo Construction Group (PTY) Ltd	Electrification of low cost houses in Vredebes, Ceres – Phase 2	Bidder scored the highest points	R 3 979 285.20

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

The following formal written price quotation or competitive bid was cancelled during the month of March 2020:

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Maart 2020:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/10	31-Mar-2020	Construction of the Waverenskroon Dam, Inlet Pipeline and Intake Works, Tulbagh.	No responsive bids received
08/2/17/22	25-Mar-2020	Supply, delivery and fitment of Vehicle batteries and rendering of auto electrical repairs and services	No bids received
08/2/17/79	03-Mar-2020	Appointment of a service provider to assist with the Bi Annual performance management support of section 56 & 57 managers	No bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

The following written price quotations were approved during the month of March 2020:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Maart 2020:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
164129	10-03-2020	LJ Projects & Events (Pty) Ltd	Supply and Delivery of twelve (12) Man Camping Tents	Only responsive quotation	R 11 500.00 (Incl. VAT)	Acting Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of March 2020:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Maart 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/79	18-Mar-2020	Roy Steele & Ass. CC	Appointment of a service provider to assist with the Bi Annual performance management support of section 56 & 57	Only responsive bidder	R 76 245.00	Acting Director: Corporate Services

			managers (Re-advertisement)			
08/2/17/80	19-Mar-2020	DDP Valuers (Pty) Ltd	Service provider for Compilation and maintenance of Supplementary Valuation roll for Witzenberg municipality	Only responsive bidder	R 46 575.00	Acting Director: Financial Services

3.2.1.8 Appeals

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

3.2.1.8 Appèlle

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		
08/2/17/40	Ceres Sportsfields concrete stands (re-advertisement)	03 Mar 2020	Gem Con (Pty) Ltd	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

3.2.1.9 Afwykinge

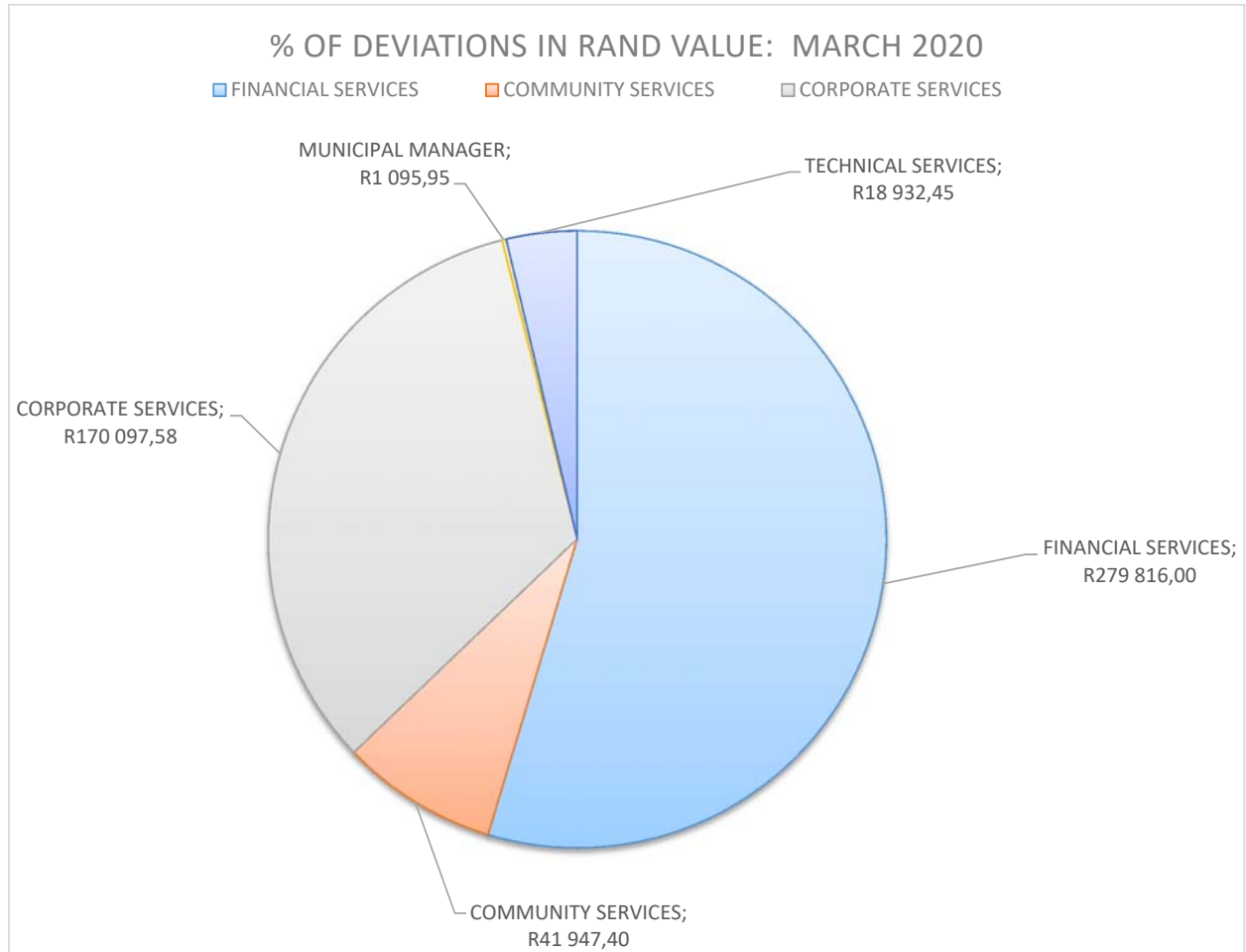
The following table contains the actuals against approved deviations by the Accounting Officer for the month of March 2020 which totals R 539 836.04:

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykinge deur die Rekenpligtige Beampte vir die maand van Maart 2020 wat beloop op die totaal van R 539 836.04:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
2-Mar-20	Ceres Veterinary Hospital CC	Impoundment of horses	Emergency	163962	41,947.40
3-Mar-20	Witzenberg Herald	Publication of Notice 2019/2020 - Adjustment Budget	Single supplier	163992	3,456.00
4-Mar-20	WC Communications	Investigate & repair faulty telephone lines	Emergency	164026	3,782.35
6-Mar-20	Macsteel Fluid control	Servicing of Bermad control valve Diaphragm	Single supplier	164066	18,932.45
11-Mar-20	Frans Davin Attorneys	Rental Agreement: Geldenhuys Trust / Witzenberg Municipality	Impractical	164133	1,095.95
17-Mar-20	CIMSO Business Solutions (PTY) Ltd	Licence fee: Innkeeper System - Resort	Impractical	164248	27,946.66
19-Mar-20	The Shearwater Property Trust	Leasing of Office Space - Tech. Building	Impractical	164288	121,440.00
23-Mar-20	WC Communications	Repair faulty telephone system	Impractical	164354	29,899.23
25-Mar-20	Quality Medical Supplies	COVID19-002 Filtering Masks	Emergency	164374	198,000.00
25-Mar-20	Witzenberg Herald	Publication of Notice 2019/2020 - Oversight report, Draft Budget, IDP & SDBIP for Comments	Single supplier	164383	9,360.00
25-Mar-20	Witzenberg Herald	Publication of Notice Covid 19 Communication	Single supplier	164399	14,976.00
26-Mar-20	Logan Medical and Surgical	COVID19-009 25l Sanitizer	Emergency	164400	69,000.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
January 2020	R 1 599 454.92	R14 071 089.52	11.36%
February 2020	R 48 598.15	R9 208 009.81	0.52%
March 2020	R 539 836.04	R14 117 907.69	3.82%

DEVIATIONS PER DIRECTORATE



Logistics

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

Logistieke

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

MONTH	Jan 2020	Febr 2020	March 2020
Value of inventory at hand	R 10 188 021.19	R 10 441 594.74	R 11 065 469
Turnover rate of total value of inventory	1.34	1.19	1.23
Date of latest stores reconciliation	31 Mar 2020		
Date of last stock count	05 Dec 2019		
Date of next stock count	29 Apr 2020		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of March 2020

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature:



Date:

14 April 2020



**Monthly Budget Statement Report
Section 71 for April 2020**

**Financial data is in respect of the period
1 July 2019 to 30 April 2020**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts.

budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentliche afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 10.7 million.

The monthly billing was also done as scheduled and during this process 17 806 accounts amounting to R 37.5 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.2 million.

The indigent cost to the municipality for the month amounts to R 1.6 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 88%.

The municipality issued orders to the value of R 5.7 million of which R 90 000 was in terms of deviations.

The municipality currently has R 128 million in its primary bank account and investments to the value of R20 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of April 2020 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 10.7 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 17 806 rekeninge ten bedrae van R 37.5 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.2 miljoen.

Die deernis subsidies vir die maand beloop R 1.6 miljoen.

Die opgehoopte debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 88%

Bestellings ter waarde van R 5.7 miljoen uitgereik, waarvan R 90 000 ten opsigte van afwykings is.

Die munisipaliteit het R 128 miljoen in die primêre bankrekening en beleggings ter waarde van R 20 miljoen.

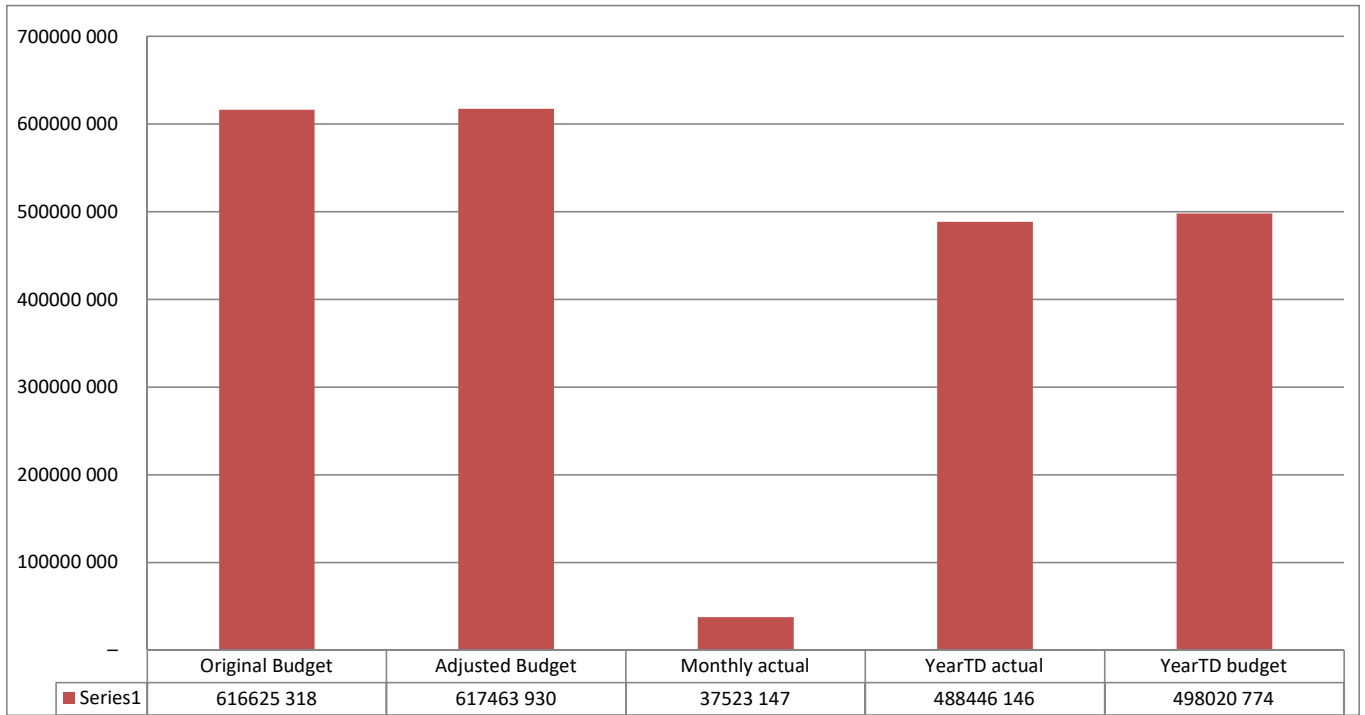
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir April 2020 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

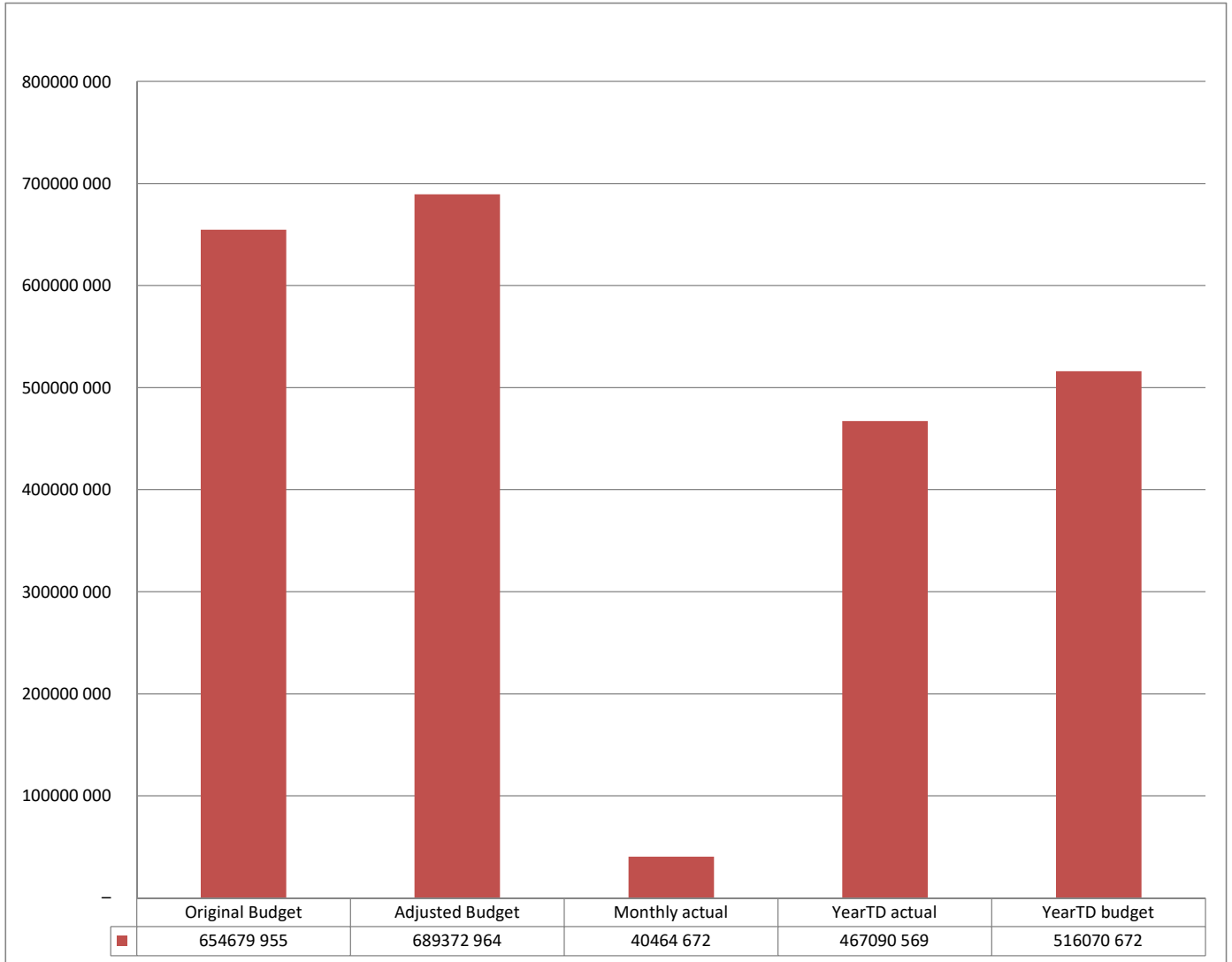
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 30 April 2020, 79.11% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 30 April 2020, is 79.11% van die begrote operasionele inkomste gehêf.

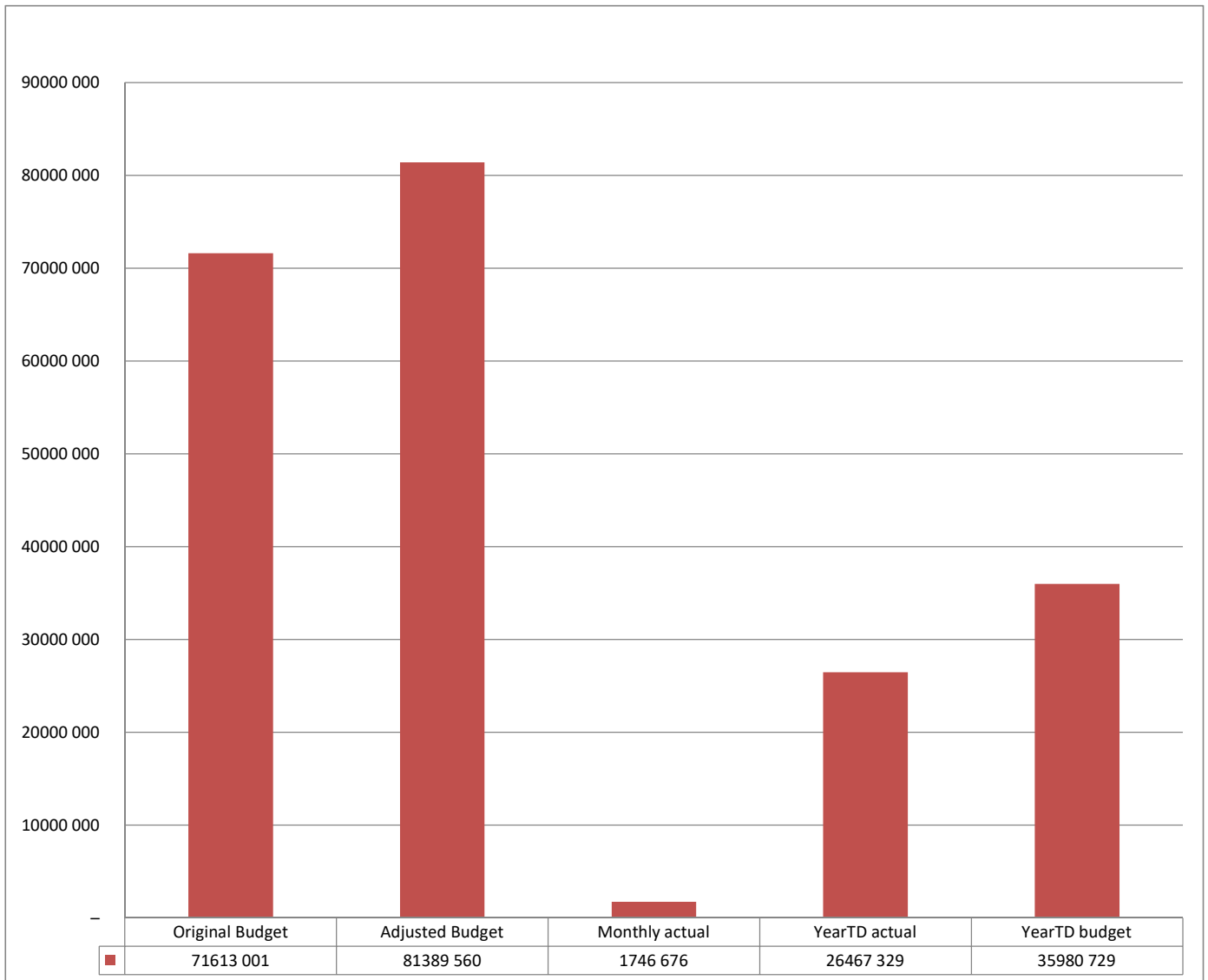
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 30 April 2020, 67.76% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 April 2020, is 67.76% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 April 2020, 32.52% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 30 April 2020, is 32.52% van die begrote kapitale uitgawes aangegaan.

There is currently also R 16.7 million on order for capital expenditure.

Daar is tans ook R 16.7 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 April 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M10 April

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	3 957	66 080	64 976	1 104	2%	72 282
Service charges	305 199	346 953	347 173	32 663	281 408	282 559	(1 151)	-0%	340 789
Investment revenue	8 551	8 695	8 695	420	5 300	7 245	(1 946)	-27%	8 695
Transfers recognised - operational	87 675	138 467	139 123	228	108 837	102 022	6 815	7%	139 123
Other own revenue	47 568	50 229	50 191	256	26 822	41 219	(14 397)	-35%	50 191
transfers and contributions)	518 771	616 625	617 464	37 523	488 446	498 021	(9 575)	-2%	611 080
Employee costs	9 458	192 524	208 373	16 471	165 231	173 644	(8 413)	-5%	208 373
Remuneration of Councillors	9 458	11 459	11 459	794	7 940	8 345	(405)	-5%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	25 346	(11 328)	-45%	45 590
Finance charges	8 409	8 840	8 724	-	269	751	(482)	-64%	8 724
Materials and bulk purchases	204 318	246 765	247 871	21 615	171 813	179 868	(8 055)	-4%	247 871
Transfers and grants	10 019	30 962	30 854	(4 437)	20 335	25 401	(5 067)	-20%	30 854
Other expenditure	260 603	118 540	136 502	6 022	87 485	102 715	(15 229)	-15%	136 502
Total Expenditure	532 678	654 680	689 373	40 465	467 091	516 071	(48 980)	-9%	689 373
Surplus/(Deficit)	(13 907)	(38 055)	(71 909)	(2 942)	21 356	(18 050)	39 405	-218%	(78 293)
Transfers recognised - capital	70 437	44 178	46 327	-	1	38 606	(38 605)	-100%	46 327
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	56 530	6 123	(25 582)	(2 942)	21 356	20 556	800	4%	(31 966)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	(2 942)	21 356	20 556	800	4%	(31 966)
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	81 390	1 747	26 467	35 981	(9 513)	-26%	81 390
Capital transfers recognised	54 177	45 678	46 327	380	9 237	13 577	(4 339)	-32%	46 327
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	3 043	-	-	2 536	(2 536)	-100%	3 043
Internally generated funds	32 479	25 935	32 019	1 367	17 230	19 868	(2 638)	-13%	32 019
Total sources of capital funds	86 657	71 613	81 390	1 747	26 467	35 981	(9 513)	-26%	81 390
Financial position									
Total current assets	184 006	156 835	154 149	-	286 329	-	-	-	154 149
Total non current assets	965 651	978 519	1 000 758	-	978 103	-	-	-	1 000 758
Total current liabilities	91 237	115 487	118 841	-	178 193	-	-	-	118 841
Total non current liabilities	156 015	155 245	160 034	-	162 478	-	-	-	160 034
Community wealth/Equity	902 405	864 621	876 032	-	923 761	-	-	-	876 032
Cash flows									
Net cash from (used) operating	81 900	70 001	57 062	1 548	78 585	75 002	3 582	5%	57 062
Net cash from (used) investing	(83 389)	(71 613)	(81 014)	(1 815)	(29 160)	(64 702)	35 542	-55%	(81 014)
Net cash from (used) financing	(1 745)	(500)	3 000	(119)	(385)	2 763	(3 148)	-114%	(385)
end	94 272	89 164	73 319	-	143 311	107 335	35 976	34%	73 319
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	44 167	5 157	4 444	3 632	3 186	3 151	21 269	140 818	225 823
Creditors Age Analysis									
Total Creditors	17	37	7	2	-	-	-	-	63

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) - M10 April

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Revenue - Functional									
Governance and administration	88 978	95 002	95 064	4 683	79 950	81 982	(2 032)	-2%	95 064
Executive and council	–	–	0	3	22	0	22	2615900%	0
Finance and administration	88 978	95 002	95 064	4 681	79 928	81 982	(2 054)	-3%	95 064
Internal audit	–	–	–	–	–	–	–	–	–
Community and public safety	112 056	156 525	156 352	221	115 084	116 379	(1 295)	-1%	156 352
Community and social services	96 371	105 912	106 608	206	92 714	74 925	17 788	24%	106 608
Sport and recreation	6 826	20 394	19 525	14	6 563	16 271	(9 708)	-60%	19 525
Public safety	3	728	728	–	4	606	(602)	-99%	728
Housing	8 855	29 492	29 492	–	15 803	24 576	(8 773)	-36%	29 492
Economic and environmental services	40 066	34 264	37 045	13	4 836	31 102	(26 266)	-84%	37 045
Planning and development	1 791	3 669	5 134	13	1 018	4 278	(3 260)	-76%	5 134
Road transport	38 187	30 057	31 214	–	3 817	26 242	(22 425)	-85%	31 214
Environmental protection	88	538	698	–	1	581	(581)	-100%	698
Trading services	346 951	374 903	375 221	32 606	288 484	314 856	(26 372)	-8%	375 221
Energy sources	226 478	267 273	267 493	25 458	205 265	217 682	(12 417)	-6%	267 493
Water management	49 654	56 021	54 303	3 078	36 506	48 816	(12 310)	-25%	54 303
Waste water management	45 431	26 404	26 404	1 946	23 322	29 948	(6 626)	-22%	26 404
Waste management	25 388	25 206	27 020	2 123	23 391	18 409	4 982	27%	27 020
Total Revenue - Functional	588 051	660 803	663 791	37 523	488 447	544 409	(55 963)	-10%	663 791
Expenditure - Functional									
Governance and administration	76 011	120 995	148 981	8 653	97 209	110 644	(13 435)	-12%	148 981
Executive and council	22 343	28 588	27 875	1 697	17 784	19 810	(2 026)	-10%	27 875
Finance and administration	51 368	90 177	118 903	6 776	77 344	88 983	(11 639)	-13%	118 903
Internal audit	2 300	2 230	2 203	179	2 081	1 850	231	12%	2 203
Community and public safety	71 893	99 678	98 055	(157)	69 215	78 271	(9 056)	-12%	98 055
Community and social services	23 633	26 589	26 858	1 754	19 558	20 746	(1 188)	-6%	26 858
Sport and recreation	25 297	28 548	27 751	1 822	20 596	21 957	(1 361)	-6%	27 751
Public safety	10 010	9 416	9 425	591	6 199	7 531	(1 333)	-18%	9 425
Housing	12 954	35 126	34 022	(4 325)	22 863	28 037	(5 174)	-18%	34 022
Economic and environmental services	59 435	69 890	70 652	2 749	42 460	42 006	454	1%	70 652
Planning and development	9 030	11 868	11 497	692	7 933	9 098	(1 164)	-13%	11 497
Road transport	49 753	55 632	56 617	2 050	33 617	30 988	2 629	8%	56 617
Environmental protection	651	2 390	2 539	7	909	1 920	(1 011)	-53%	2 539
Trading services	323 358	363 203	370 771	29 007	257 351	248 195	9 156	4%	370 771
Energy sources	208 229	260 127	259 294	22 599	180 148	184 520	(4 372)	-2%	259 294
Water management	37 704	28 971	34 554	2 023	25 774	20 524	5 250	26%	34 554
Waste water management	33 065	31 759	33 603	2 209	24 357	18 591	5 766	31%	33 603
Waste management	44 361	42 346	43 320	2 176	27 071	24 559	2 512	10%	43 320
Other	824	914	914	213	856	694	161	23%	914
Total Expenditure - Functional	531 521	654 680	689 373	40 465	467 091	479 810	(12 719)	-3%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	(2 942)	21 356	64 599	(43 243)		(25 582)

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) - M10 April

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
Municipal governance and administration	88 978	95 002	95 064	4 683	79 950	81 982	(2 032)	-2%	95 064
Executive and council	–	–	0	3	22	0	22	2615900%	0
<i>Mayor and Council</i>	–	–	0	3	22	0	22	2615900%	0
Finance and administration	88 978	95 002	95 064	4 681	79 928	81 982	(2 054)	-3%	95 064
<i>Administrative and Corporate Support</i>	1	9	9	–	–	7	(7)	-100%	9
<i>Finance</i>	88 406	94 446	94 409	4 681	79 643	81 436	(1 792)	-2%	94 409
<i>Human Resources</i>	499	526	526	–	235	438	(203)	-46%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	20	4	104	–	–	87	(87)	-100%	104
<i>Supply Chain Management</i>	52	17	17	0	50	14	36	250%	17
Community and public safety	112 056	156 525	156 352	221	115 084	116 379	(1 295)	-1%	156 352
Community and social services	96 371	105 912	106 608	206	92 714	74 925	17 788	24%	106 608
<i>Aged Care</i>	86 628	95 119	95 415	206	87 593	65 598	21 995	34%	95 415
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	224	222	222	–	152	185	(33)	-18%	222
<i>Community Halls and Facilities</i>	495	863	863	–	356	719	(363)	-50%	863
<i>Libraries and Archives</i>	9 024	9 707	10 107	–	4 611	8 423	(3 811)	-45%	10 107
Sport and recreation	6 826	20 394	19 525	14	6 563	16 271	(9 708)	-60%	19 525
<i>Recreational Facilities</i>	6 456	7 299	7 299	14	6 516	6 083	433	7%	7 299
<i>Sports Grounds and Stadiums</i>	371	13 095	12 225	–	47	10 188	(10 141)	-100%	12 225

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Public safety	3	728	728	–	4	606	(602)	-99%	728
<i>Fire Fighting and Protection</i>	3	728	728	–	4	606	(602)	-99%	728
Housing	8 855	29 492	29 492	–	15 803	24 576	(8 773)	-36%	29 492
<i>Housing</i>	8 855	29 492	29 492	–	15 803	24 576	(8 773)	-36%	29 492
Economic and environmental services	40 066	34 264	37 045	13	4 836	31 102	(26 266)	-84%	37 045
Planning and development	1 791	3 669	5 134	13	1 018	4 278	(3 260)	-76%	5 134
<i>Economic Development/Planning</i>	388	250	1 715	–	–	1 429	(1 429)	-100%	1 715
<i>Town Planning, Building Regulations and Enforcemen</i>	1 404	2 793	2 793	13	1 018	2 328	(1 310)	-56%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	522	(522)	-100%	626
Road transport	38 187	30 057	31 214	–	3 817	26 242	(22 425)	-85%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	20 076	23 720	23 720	–	3 817	19 997	(16 180)	-81%	23 720
<i>Roads</i>	18 111	6 337	7 493	–	–	6 245	(6 245)	-100%	7 493
Environmental protection	88	538	698	–	1	581	(581)	-100%	698
<i>Biodiversity and Landscape</i>	88	538	698	–	1	581	(581)	-100%	698
Trading services	346 951	374 903	375 221	32 606	288 484	314 856	(26 372)	-8%	375 221
Energy sources	226 478	267 273	267 493	25 458	205 265	217 682	(12 417)	-6%	267 493
<i>Electricity</i>	225 770	266 452	266 672	25 458	205 265	216 998	(11 732)	-5%	266 672
<i>Street Lighting and Signal Systems</i>	708	821	821	–	–	685	(685)	-100%	821
Water management	49 654	56 021	54 303	3 078	36 506	48 816	(12 310)	-25%	54 303
<i>Water Distribution</i>	49 654	56 021	54 303	3 078	36 506	48 816	(12 310)	-25%	54 303
Waste water management	45 431	26 404	26 404	1 946	23 322	29 948	(6 626)	-22%	26 404
<i>Sewerage</i>	33 343	23 012	23 012	1 946	23 322	27 122	(3 800)	-14%	23 012
<i>Storm Water Management</i>	12 088	3 391	3 391	–	–	2 826	(2 826)	-100%	3 391
Waste management	25 388	25 206	27 020	2 123	23 391	18 409	4 982	27%	27 020
<i>Solid Waste Removal</i>	25 388	25 206	27 020	2 123	23 391	18 409	4 982	27%	27 020
Other	–	109	109	–	93	91	2	3%	109
<i>Licensing and Regulation</i>	–	109	109	–	93	91	2	3%	109
Total Revenue - Functional	588 051	660 803	663 791	37 523	488 447	544 409	(55 963)	-10%	663 791

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M10 April

Description	2018/19	Budget Year 2019/20					YTD variance	YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget			
R thousands									
Expenditure - Functional									
Municipal governance and administration	76 011	120 995	148 981	8 653	97 209	110 644	(13 435)	-12%	148 981
Executive and council	22 343	28 588	27 875	1 697	17 784	19 810	(2 026)	-10%	27 875
Mayor and Council	14 838	18 767	18 024	1 042	11 028	11 853	(825)	-7%	18 024
Municipal Manager, Town Secretary and Chief Execut	7 505	9 822	9 851	655	6 756	7 957	(1 201)	-15%	9 851
Finance and administration	51 368	90 177	118 903	6 776	77 344	88 983	(11 639)	-13%	118 903
Administrative and Corporate Support	10 401	8 615	16 522	961	10 054	11 637	(1 583)	-14%	16 522
Asset Management	100	4 392	4 392	2	153	3 648	(3 495)	-96%	4 392
Budget and Treasury Office	5	-	-	-	-	-	-	-	-
Finance	26 304	33 713	38 244	2 171	28 479	25 771	2 708	11%	38 244
Fleet Management	2 598	2 796	2 596	199	2 267	2 148	119	6%	2 596
Human Resources	(4 572)	19 972	34 873	2 362	20 872	28 314	(7 442)	-26%	34 873
Information Technology	2 974	3 719	3 719	122	3 177	3 773	(595)	-16%	3 719
Legal Services	2 188	1 780	3 287	86	2 858	3 032	(174)	-6%	3 287
Marketing, Customer Relations, Publicity and Media	3 064	3 630	3 748	296	3 116	3 174	(59)	-2%	3 748
Property Services	1 813	3 489	3 489	48	483	1 677	(1 194)	-71%	3 489
Risk Management	16	421	421	-	-	351	(351)	-100%	421
Supply Chain Management	5 944	5 970	6 440	505	5 624	4 483	1 141	25%	6 440
Valuation Service	534	1 680	1 171	25	261	975	(714)	-73%	1 171
Internal audit	2 300	2 230	2 203	179	2 081	1 850	231	12%	2 203
Governance Function	2 300	2 230	2 203	179	2 081	1 850	231	12%	2 203
Community and public safety	71 893	99 678	98 055	(157)	69 215	78 271	(9 056)	-12%	98 055
Community and social services	23 633	26 589	26 858	1 754	19 558	20 746	(1 188)	-6%	26 858
Aged Care	4 533	4 296	4 552	396	4 081	3 176	905	28%	4 552
Cemeteries, Funeral Parlours and Crematoriums	2 903	3 317	3 293	223	2 369	2 566	(197)	-8%	3 293
Child Care Facilities	2	819	823	-	6	687	(681)	-99%	823
Community Halls and Facilities	5 568	6 080	6 087	373	4 209	4 776	(567)	-12%	6 087
Disaster Management	55	47	73	-	44	41	2	5%	73
Education	4	705	705	-	2	588	(587)	-100%	705
Libraries and Archives	10 568	11 324	11 324	761	8 847	8 911	(63)	-1%	11 324
Sport and recreation	25 297	28 548	27 751	1 822	20 596	21 957	(1 361)	-6%	27 751
Community Parks (including Nurseries)	6 497	6 763	6 782	492	5 437	5 181	256	5%	6 782
Recreational Facilities	14 318	16 797	15 964	990	11 615	13 007	(1 392)	-11%	15 964
Sports Grounds and Stadiums	4 482	4 988	5 005	340	3 544	3 769	(225)	-6%	5 005
Public safety	10 010	9 416	9 425	591	6 199	7 531	(1 333)	-18%	9 425
Fire Fighting and Protection	10 010	9 416	9 425	591	6 199	7 531	(1 333)	-18%	9 425
Housing	12 954	35 126	34 022	(4 325)	22 863	28 037	(5 174)	-18%	34 022
Housing	12 749	33 431	32 307	(4 340)	22 733	26 611	(3 879)	-15%	32 307
Informal Settlements	205	1 695	1 715	16	130	1 426	(1 296)	-91%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
Economic and environmental services	59 435	69 890	70 652	2 749	42 460	42 006	454	1%	70 652
Planning and development	9 030	11 868	11 497	692	7 933	9 098	(1 164)	-13%	11 497
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 825	2 182	2 097	120	1 269	1 544	(275)	-18%	2 097
<i>Economic Development/Planning</i>	1 570	2 227	2 172	88	1 366	1 573	(207)	-13%	2 172
<i>Town Planning, Building Regulations and Enforcement</i>	4 077	4 920	4 920	321	3 908	4 091	(184)	-4%	4 920
<i>Project Management Unit</i>	1 559	2 538	2 307	164	1 390	1 890	(499)	-26%	2 307
Road transport	49 753	55 632	56 617	2 050	33 617	30 988	2 629	8%	56 617
<i>Police Forces, Traffic and Street Parking Control</i>	25 573	31 101	30 929	1 418	16 358	12 265	4 094	33%	30 929
<i>Roads</i>	24 181	24 531	25 688	632	17 259	18 724	(1 465)	-8%	25 688
Environmental protection	651	2 390	2 539	7	909	1 920	(1 011)	-53%	2 539
<i>Biodiversity and Landscape</i>	(24)	2 390	2 539	7	909	1 920	(1 011)	-53%	2 539
<i>Pollution Control</i>	675	-	-	-	-	-	-		-
Trading services	323 358	363 203	370 771	29 007	257 351	248 195	9 156	4%	370 771
Energy sources	208 229	260 127	259 294	22 599	180 148	184 520	(4 372)	-2%	259 294
<i>Electricity</i>	205 241	257 067	256 470	22 524	177 928	182 058	(4 130)	-2%	256 470
<i>Street Lighting and Signal Systems</i>	2 988	3 060	2 825	74	2 220	2 462	(242)	-10%	2 825
Water management	37 704	28 971	34 554	2 023	25 774	20 524	5 250	26%	34 554
<i>Water Treatment</i>	21	1 557	1 557	2	23	1 297	(1 275)	-98%	1 557
<i>Water Distribution</i>	35 159	24 063	29 346	2 013	23 640	16 926	6 714	40%	29 346
<i>Water Storage</i>	2 524	3 351	3 651	9	2 112	2 301	(188)	-8%	3 651
Waste water management	33 065	31 759	33 603	2 209	24 357	18 591	5 766	31%	33 603
<i>Public Toilets</i>	1 432	1 710	1 710	110	1 246	1 331	(85)	-6%	1 710
<i>Sewerage</i>	25 120	21 855	23 690	1 672	17 090	11 003	6 087	55%	23 690
<i>Storm Water Management</i>	6 508	5 720	5 720	428	6 019	4 196	1 823	43%	5 720
<i>Waste Water Treatment</i>	5	2 475	2 483	-	2	2 061	(2 059)	-100%	2 483
Waste management	44 361	42 346	43 320	2 176	27 071	24 559	2 512	10%	43 320
<i>Solid Waste Disposal (Landfill Sites)</i>	13 624	16 543	16 235	34	2 531	6 349	(3 818)	-60%	16 235
<i>Solid Waste Removal</i>	28 966	24 478	25 759	2 002	22 980	17 106	5 874	34%	25 759
<i>Street Cleaning</i>	1 771	1 325	1 325	141	1 560	1 104	456	41%	1 325
Other	824	914	914	213	856	694	161	23%	914
Licensing and Regulation	18	60	60	-	2	54	(52)	-96%	60
Tourism	806	854	854	213	854	640	213	33%	854
Total Expenditure - Functional	531 521	654 680	689 373	40 465	467 091	479 810	(12 719)	-3%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	(2 942)	21 356	64 599	(43 243)	-67%	(25 582)

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) - M10 April

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	91 172	4 560	77 805	78 738	(934)	-1,2%	91 172
Vote 2 - Community Services	132 923	181 732	183 184	237	119 174	138 969	(19 795)	-14,2%	183 184
Vote 3 - Corporate Services	520	539	639	3	257	532	(275)	-51,7%	639
Vote 4 - Technical Services	367 989	385 828	387 303	32 679	290 739	324 924	(34 185)	-10,5%	387 303
Vote 5 - Muncipal Manager	537	1 495	1 495	44	472	1 245	(773)	-62,1%	1 495
Total Revenue by Vote	588 051	660 803	663 791	37 523	488 447	544 409	(55 963)	-10,3%	663 791
Vote 1 - Financial Services	34 049	47 139	51 628	2 736	34 839	35 996	(1 157)	-3,2%	51 628
Vote 2 - Community Services	99 562	136 762	135 058	1 343	87 896	95 163	(7 267)	-7,6%	135 058
Vote 3 - Corporate Services	31 442	61 026	83 220	5 259	51 611	62 707	(11 096)	-17,7%	83 220
Vote 4 - Technical Services	355 880	397 201	405 758	30 334	282 428	274 656	7 772	2,8%	405 758
Vote 5 - Muncipal Manager	10 589	12 551	13 710	793	10 315	11 288	(972)	-8,6%	13 710
Total Expenditure by Vote	531 521	654 680	689 373	40 465	467 091	479 810	(12 719)	-2,7%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	(2 942)	21 356	64 599	(43 243)	-66,9%	(25 582)

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) - M10 April

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	3 957	66 080	64 976	1 104	2%	72 282
Service charges - electricity revenue	221 840	265 119	265 339	25 458	205 406	216 703	(11 297)	-5%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 078	32 758	29 251	3 507	12%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	2 011	22 009	16 799	5 209	31%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 116	21 235	19 806	1 429	7%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	7 567	92	4 115	6 274	(2 159)	-34%	7 567
Interest earned - external investments	8 551	8 695	8 695	420	5 300	7 245	(1 946)	-27%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	95	10 539	6 576	3 963	60%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	0	47	16 466	(16 419)	-100%	19 482
Licences and permits	1 125	165	165	-	838	137	701	511%	165
Agency services	5 630	5 420	5 420	-	3 021	4 517	(1 496)	-33%	5 420
Transfers recognised - operational	87 675	138 467	139 123	228	108 837	102 022	6 815	7%	139 123
Other revenue	10 219	9 704	9 666	69	8 263	7 249	1 013	14%	9 666
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	617 464	37 523	488 446	498 021	(9 575)	-2%	611 080
Expenditure By Type									
Employee related costs	149 718	192 524	208 373	16 471	165 231	173 644	(8 413)	-5%	208 373
Remuneration of councillors	9 458	11 459	11 459	794	7 940	8 345	(405)	-5%	11 459
Debt impairment	40 803	33 613	43 513	3 275	28 155	36 261	(8 105)	-22%	43 513
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	25 346	(11 328)	-45%	45 590
Finance charges	8 409	8 840	8 724	-	269	751	(482)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	21 111	160 409	164 488	(4 078)	-2%	229 196
Other materials	15 535	17 569	18 675	503	11 404	15 381	(3 977)	-26%	18 675
Contracted services	41 971	43 731	51 566	1 387	30 674	35 454	(4 780)	-13%	51 566
Transfers and grants	10 019	30 962	30 854	(4 437)	20 335	25 401	(5 067)	-20%	30 854
Other expenditure	37 568	41 196	41 423	1 361	28 657	31 000	(2 344)	-8%	41 423
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	689 373	40 465	467 091	516 071	(48 980)	-9%	689 373
Surplus/(Deficit)	(13 907)	(38 055)	(71 909)	(2 942)	21 356	(18 050)	39 405	(0)	(78 293)
Transfers recognised - capital	70 437	44 178	46 327	-	1	38 606	(38 605)	(0)	46 327
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	(25 582)	(2 942)	21 356	20 556			(31 966)
Surplus/(Deficit) attributable to	56 530	6 123	(25 582)	(2 942)	21 356	20 556			(31 966)
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	(2 942)	21 356	20 556			(31 966)

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
 External Audit Fees
 Communication
 External Computer Service
 Insurance Underwriting
 Travel and Subsistence
 Printing, Publications and Books
 Uniform and Protective Clothing
 Wet Fuel
 Hire 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) - M10 April

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	600	–	–	–	–		600
Vote 4 - Technical Services	47 388	33 049	35 680	1 155	10 899	12 182	(1 283)	-11%	35 680
Total Capital Multi-year expenditure	48 025	36 155	36 280	1 155	10 899	12 182	(1 283)	-11%	36 280
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	80	–	34	53	(19)	-36%	80
Vote 2 - Community Services	3 394	15 992	20 266	14	4 268	4 860	(592)	-12%	20 266
Vote 3 - Corporate Services	1 021	3 380	4 560	541	1 569	7 221	(5 652)	-78%	4 560
Vote 4 - Technical Services	33 524	15 950	20 147	37	9 684	11 663	(1 979)	-17%	20 147
Vote 5 - Muncipal Manager	18	56	56	–	14	2	12	500%	56
Total Capital single-year expenditure	38 631	35 458	45 110	592	15 569	23 799	(8 230)	-35%	45 110
Total Capital Expenditure	86 657	71 613	81 390	1 747	26 467	35 981	(9 513)	-26%	81 390

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M10 April

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
Governance and administration	1 782	2 700	6 546	12	2 388	8 862	(6 473)	-73%	6 546
Executive and council	388	150	2 356	12	128	1 926	(1 798)	-93%	2 356
Finance and administration	1 394	2 550	4 190	–	2 261	6 936	(4 675)	-67%	4 190
Community and public safety	3 513	18 572	20 162	35	4 107	4 320	(212)	-5%	20 162
Community and social services	187	4 190	6 491	24	367	3 638	(3 271)	-90%	6 491
Sport and recreation	3 326	13 461	12 675	–	3 650	80	3 570	4438%	12 675
Public safety	–	922	997	11	91	601	(511)	-85%	997
Housing	–	–	–	–	–	–	–	–	–
Economic and environmental service	33 399	13 808	13 919	(20)	7 312	8 711	(1 399)	-16%	13 919
Planning and development	491	26	138	(20)	9	35	(26)	-73%	138
Road transport	32 908	13 782	13 782	–	7 303	8 676	(1 373)	-16%	13 782
Environmental protection	–	–	–	–	–	–	–	–	–
Trading services	47 963	36 533	40 763	1 720	12 659	14 088	(1 429)	-10%	40 763
Energy sources	11 378	8 700	9 135	1 016	4 889	5 862	(973)	-17%	9 135
Water management	12 522	19 581	17 384	565	1 607	1 202	405	34%	17 384
Waste water management	22 950	7 241	8 171	–	5 088	2 775	2 313	83%	8 171
Waste management	1 112	1 010	6 073	139	1 075	4 249	(3 174)	-75%	6 073
Total Capital Expenditure - Standard Classification	86 657	71 613	81 390	1 747	26 467	35 981	(9 513)	-26%	81 390
Funded by:									
National Government	25 874	38 506	36 789	357	8 962	5 628	3 335	59%	36 789
Provincial Government	27 586	6 672	8 537	24	275	7 114	(6 839)	-96%	8 537
District Municipality	717	500	500	–	–	417	(417)	-100%	500
Transfers recognised - capital	54 177	45 678	46 327	380	9 237	13 577	(4 339)	-32%	46 327
Borrowing	–	–	3 043	–	–	2 536	(2 536)	-100%	3 043
Internally generated funds	32 479	25 935	32 019	1 367	17 230	19 868	(2 638)	-13%	32 019
Total Capital Funding	86 657	71 613	81 390	1 747	26 467	35 981	(9 513)	-26%	81 390

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M10 April

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash and cash equivalents	94 272	89 164	73 319	143 311	73 319
Consumer debtors	58 357	29 579	58 062	75 656	58 062
Other debtors	19 685	26 690	11 076	55 494	11 076
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 693	11 868	11 693
Total current assets	184 006	156 835	154 149	286 329	154 149
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	44 492	44 350	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	953 687	930 777	953 687
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 029	2 426	2 029
Other non-current assets	550	550	550	550	550
Total non current assets	965 651	978 519	1 000 758	978 103	1 000 758
TOTAL ASSETS	1 149 656	1 135 353	1 154 908	1 264 432	1 154 908
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	7 150	7 415	7 150
Trade and other payables	62 785	69 191	63 479	146 005	63 479
Provisions	21 302	39 877	48 213	24 773	48 213
Total current liabilities	91 237	115 487	118 841	178 193	118 841
Non current liabilities					
Borrowing	4 704	675	9 222	4 704	9 222
Provisions	151 311	154 570	150 812	157 773	150 812
Total non current liabilities	156 015	155 245	160 034	162 478	160 034
TOTAL LIABILITIES	247 252	270 732	278 875	340 671	278 875
NET ASSETS	902 405	864 621	876 032	923 761	876 032
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	865 677	913 406	865 677
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	902 405	864 621	876 032	923 761	876 032

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M10 April

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	3 015	62 227	64 059	(1 832)	-3%	71 559
Service charges	299 778	330 950	330 950	33 161	288 959	302 897	(13 938)	-5%	330 950
Other revenue	1 076	24 158	24 319	53	16 577	21 120	(4 542)	-22%	24 319
Government - operating	126 944	139 169	139 123	4 653	125 912	139 123	(13 211)	-9%	139 123
Government - capital	36 531	50 208	46 122	1 670	57 269	44 334	12 936	29%	46 122
Interest	11 596	16 565	16 586	420	5 191	14 712	(9 521)	-65%	16 586
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(539 268)	(45 862)	(452 147)	(481 463)	(29 316)	6%	(539 268)
Finance charges	(651)	(1 366)	(1 249)	-	(50)	(682)	(632)	93%	(1 249)
Transfers and Grants	(10 019)	(30 962)	(31 079)	4 437	(25 354)	(29 098)	(3 744)	13%	(31 079)
NET CASH FROM/(USED) OPERATING ACTIVITIES	81 900	70 001	57 062	1 548	78 585	75 002	(63 802)	-85%	57 062
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(81 014)	(1 815)	(29 160)	(64 702)	(35 542)	55%	(81 014)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(83 389)	(71 613)	(81 014)	(1 815)	(29 160)	(64 702)	(35 542)	55%	(81 014)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	(119)	(365)	-	(365)		-
Payments									
Repayment of borrowing	(2 477)	(500)	3 000	-	(20)	2 763	2 783	101%	3 000
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 745)	(500)	3 000	(119)	(385)	2 763	3 148	114%	(385)
NET INCREASE/ (DECREASE) IN CASH HELD	(3 234)	(2 112)	(20 952)	(386)	49 039	13 063			(20 952)
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	73 319		143 311	107 335			73 319

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M10 April

Ref	Description	Variance Rand Value	Variance	Reasons for material deviations
	R thousands			
1	Revenue By Source			
	Property rates	1 104	2%	Immaterial variance
	Service charges - electricity revenue	(11 297)	-5%	Decrease in consumption due to seasonal fluctuation and reduction in production due to Covid 19 Regulations
	Service charges - water revenue	3 507	12%	Increase in consumption due to water restrictions not being implemented currently.
	Service charges - sanitation revenue	5 209	31%	Increase due to industrial effluent charges
	Service charges - refuse revenue	1 429	7%	Increase due to private dumping
	Service charges - other	-		
	Rental of facilities and equipment	(2 159)	-34%	Decrease in occupations and rental of halls
	Interest earned - external investments	(1 946)	-27%	Interest accrued on remaining investment outstanding
	Interest earned - outstanding debtors	3 963	60%	Increase in outstanding debt
	Dividends received	-		
	Fines, penalties and forfeits	(16 419)	-100%	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	701	511%	Line item Correction of budget between Licences and permits & Agency Services
	Agency services	(1 496)	-33%	Line item Correction of budget between Licences and permits & Agency Services
	Transfers and subsidies	6 815	7%	Accelerated expenditure on housing top structures - Vredebes Housing Project
	Other revenue	1 013	14%	Immaterial variance
	Gains on disposal of PPE	-		
	Expenditure By Type			
2	Expenditure By Type			
	Employee related costs	(8 413)	-5%	Variance primary due to Post Employment Provisions
	Remuneration of councillors	(405)	-5%	Immaterial variance
	Debt impairment	(8 105)	-22%	Increase in outstanding debt.
	Depreciation & asset impairment	(11 328)	-45%	Depreciation runs to follow. Capital parameter setup in progress.
	Finance charges	(482)	-64%	Interest Charges relating to Landfil Sites recognised on an annual basis
	Bulk purchases	(4 078)	-2%	Decrease in consumption due to seasonal fluctuation and reduction in production due to Covid 19 Regulations
	Other materials	(3 977)	-26%	Reduction in Expenditure due to Covid-19 Regulations
	Contracted services	(4 780)	-13%	Reduction in Expenditure due to Covid-19 Regulations
	Transfers and subsidies	(5 067)	-20%	Reduction in Expenditure due to Covid-19 Regulations
	Other expenditure	(2 344)	-8%	Reduction in Expenditure due to Covid-19 Regulations
	Loss on disposal of PPE	-		
3	Capital Expenditure			
	Total Capital Expenditure	(9 513)	-26%	SCM Delay in the projects : Tulbagh Dam Project & Upgrading Of Sport Facilities
		-		
		-		
		-		
4	Financial Position			
		-		
		-		
		-		
		-		
5	Cash Flow			
	Receipts			
	Service Charges	(13 938)	-5%	Increase in collection of electricity revenue in comparison to same stage in prior year.
	Government - operating	(13 211)	-9%	Outstanding Housing Allocation
	Interest	(9 521)	-65%	Interest not accrued on monthly basis, but recognised on investment withdrawals.
	Payments			
	Transfers and Grants	(3 744)	13%	Rollout of Top Structures in progress.
	Capital assets	(35 542)	55%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
	Repayment of borrowing	2 783	101%	New loans to be taken up by the municipality.
		-		
6	Measureable performance			
		-		
		-		
		-		
		-		
7	Municipal Entities			
		-		
		-		
		-		
		-		

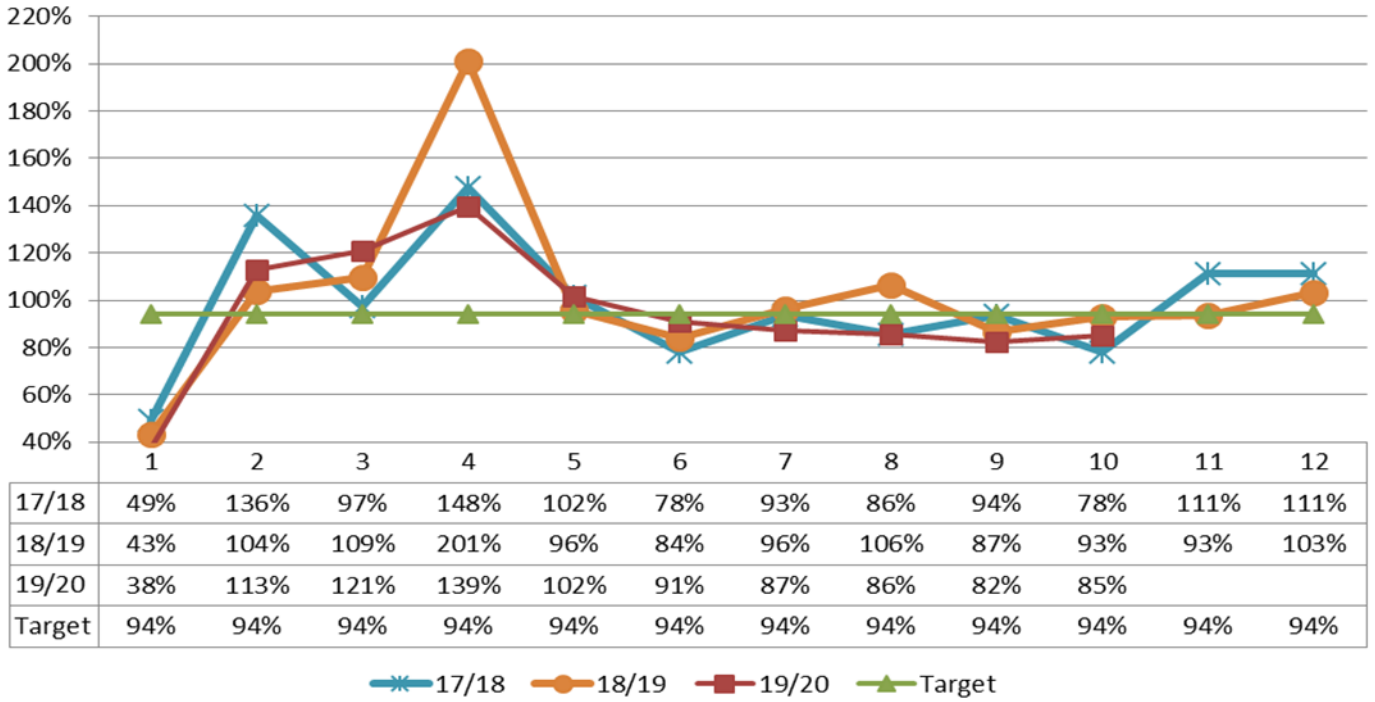
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M10 April

Description	NT Code	Budget Year 2019/20								Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr		
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	9 911	1 673	1 719	1 441	1 136	1 164	6 741	42 485	66 270	52 967
Electricity	1300	20 317	764	626	208	167	146	1 045	3 589	26 862	5 155
Property Rates	1400	4 611	405	295	264	242	237	4 066	14 296	24 416	19 105
Waste Water Management	1500	5 740	995	793	745	719	680	3 714	21 106	34 492	26 965
Waste Management	1600	6 321	1 142	875	808	754	724	3 750	22 276	36 649	28 312
Property Rental Debtors	1700	93	14	13	12	12	12	80	816	1 052	933
Interest on Arrear Accounts	1810	1 321	78	95	112	124	138	1 693	35 148	38 707	37 214
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(4 145)	86	28	41	31	51	181	1 101	(2 625)	1 406
Total By Income Source	2000	44 167	5 157	4 444	3 632	3 186	3 151	21 269	140 818	225 823	172 056
2019/20 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 122	556	323	198	159	129	2 326	5 981	10 794	8 793
Commercial	2300	16 920	458	415	194	149	141	1 973	7 958	28 208	10 415
Households	2400	25 766	3 912	3 523	3 051	2 710	2 730	16 087	123 673	181 450	148 250
Other	2500	359	231	182	189	168	152	884	3 206	5 371	4 599
Total By Customer Group	2600	44 167	5 157	4 444	3 632	3 186	3 151	21 269	140 818	225 823	172 056

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

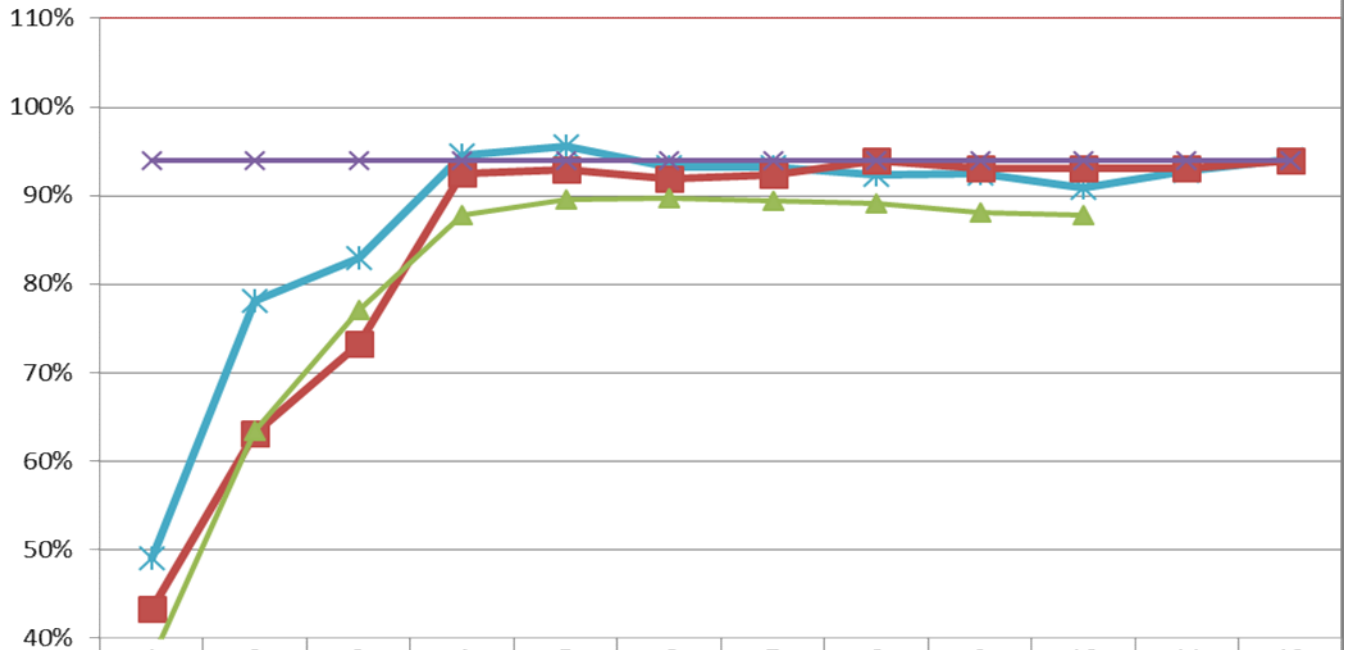
Debtor Collection Rate per Month



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 April 2020 amounts to 85% in comparison to the previous year 93%.

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 April 2020 85% beloop in vergelyking met die vorige jaar 93 %.

Accumulative Collection Rate



	1	2	3	4	5	6	7	8	9	10	11	12
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%
19/20	38%	64%	77%	88%	90%	90%	90%	89%	88%	88%		
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 88%.

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 88% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M10 April

Description R thousands	NT Code	Budget Year 2019/20								Total
		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	
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	17	37	7	2	-	-	-	-	63
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	17	37	7	2	-	-	-	-	63

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M10 April

Investments by maturity Name of institution & investment ID	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
R thousands								
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	10 Months	-	08/06/2020	-		-	-	20 000
Standard Bank	-	-	-	-		-	-	-
FNB	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	20 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M10 April

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	228	88 556	80 933	7 623	9,4%	97 119
Equitable Share	92 850	92 850	–	85 782	77 375	8 407	10,9%	92 850
Local Government Financial Management Grant [Schedule 5B]	1 400	1 400	21	962	1 167	(204)	-17,5%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	2 269	2 269	206	1 811	1 891	(79)	-4,2%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	500	(500)	-100,0%	600
Provincial Government:	40 573	39 073	–	20 281	32 561	(12 280)	-37,7%	39 073
Housing	29 000	29 000	–	15 729	24 167	(8 438)	-34,9%	29 000
Financial Management	330	330	–	–	275	(275)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–	–
Regional Social Econimical Pro	1 000	1 000	–	–	834	(834)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	6 783	(2 231)	-32,9%	8 139
Community Development Workers	–	–	–	–	–	–	–	–
Capacity Building Grant	380	380	–	–	317	(317)	-100,0%	380
Maintenance of Main Roads	–	–	–	–	–	–	–	–
Municipal Accreditation & Capacity Building Grant	224	224	–	–	187	(187)	-100,0%	224
District Municipality:	–	–	–	–	–	–	–	–
Tourism	–	–	–	–	–	–	–	–
Water Drought Support	–	–	–	–	–	–	–	–
Other grant providers:	775	775	–	–	–	–	–	775
Belguim Grant	250	250	–	–	–	–	–	250
Table Mountain Fund	525	525	–	–	–	–	–	525
Total Operating Transfers and Grants	138 467	136 967	228	108 837	113 494	(4 657)	-4,1%	136 967
National Government:	41 984	40 267	–	1	33 556	(33 555)	-400,0%	40 267
Municipal Infrastructure Grant (MIG)	18 966	18 966	–	1	15 805	(15 804)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	–	–	12 678	(12 678)	-100,0%	15 214
Integrated National Electrification Programme (Municipal)	2 609	2 609	–	–	2 174	(2 174)	-100,0%	2 609
Regional Social Econimical Pro	3 478	3 478	–	–	2 898	(2 898)	-100,0%	3 478
Provincial Government:	1 694	1 694	–	–	1 412	(1 412)	-100,0%	972
Main Roads	972	972	–	–	810	(810)	-100,0%	972
Fire Service Capacity Building Grant	722	722	–	–	601	(601)	-100,0%	722
Total Capital Transfers and Grants	43 678	41 961	–	1	34 967	(34 967)	-100,0%	41 239
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	228	108 837	148 461	(39 623)	-26,7%	178 206

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M10 April

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	228	88 556	80 933	7 623	9,4%	97 119
Equitable Share	92 850	92 850	–	85 782	77 375	8 407	10,9%	92 850
Local Government Financial Management Grant [1 400	1 400	21	962	1 167	(204)	-17,5%	1 400
Expanded Public Works Programme Integrated Gr	2 269	2 269	206	1 811	1 891	(79)	-4,2%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	500	(500)	-100,0%	600
Other transfers and grants [insert description]	–	–	–	–	–	–		–
Provincial Government:	40 573	39 073	–	20 281	32 561	(12 280)	-37,7%	38 693
Housing	29 000	29 000	–	15 729	24 167	(8 438)	-34,9%	29 000
Financial Management	330	330	–	–	275	(275)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–		–
Regional Social Economical Pro	1 000	1 000	–	–	834	(834)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	6 783	(2 231)	-32,9%	8 139
Community Development Workers	–	–	–	–	–	–		–
Capacity Building Grant	380	380	–	–	317	(317)	-100,0%	–
Maintenance of Main Roads	–	–	–	–	–	–		–
Municipal Accreditation & Capacity Building Grant	224	224	–	–	187	(187)	-100,0%	224
District Municipality:	–	–	–	–	–	–		–
Tourism	–	–	–	–	–	–		–
Water Drought Support	–	–	–	–	–	–		–
Other grant providers:	775	775	–	–	–	–		1 024
Belguim Grant	250	250	–	–	–	–		775
Table Mountain Fund	525	525	–	–	–	–		250
Total operating expenditure of Transfers and Grants	138 467	136 967	228	108 837	113 494	(4 657)	-4,1%	136 837
Capital expenditure of Transfers and Grants								
National Government:	41 984	40 267	–	1	33 556	(33 555)	-100,0%	40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	1	15 805	(15 804)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	–	–	12 678	(12 678)	-100,00%	15 214
Integrated National Electrification Programme (Mu	2 609	2 609	–	–	2 174	(2 174)	-100,00%	2 609
Regional Social Economical Pro	3 478	3 478	–	–	2 898	(2 898)	-100,00%	3 478
Provincial Government:	1 694	1 694	–	–	1 412	(1 412)	-100,0%	–
Housing	–	–	–	–	–	–		–
Sport & Recreation	–	–	–	–	–	–		–
Main Roads	972	972	–	–	810	(810)		–
Fire Service Capacity Building Grant	722	722	–	–	601	(601)		–
Other grant providers:	–	–	–	–	–	–		–
	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	43 678	41 961	–	1	34 967	(34 967)	-100,0%	40 267
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	182 145	178 928	228	108 837	148 461	(39 623)	-26,7%	177 103

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M10 April

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	B	C					%	D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	605	6 066	6 421	(356)	-6%	7 718
Pension and UIF Contributions	1 137	1 137	88	881	474	407	86%	1 137
Medical Aid Contributions	227	227	20	177	106	71	67%	227
Motor Vehicle Allowance	741	741	-	-	-	-		741
Cellphone Allowance	1 094	1 094	78	782	911	(129)	-14%	1 094
Housing Allowances	487	487	3	34	433	(399)	-92%	487
Other benefits and allowances	54	54	-	-	-	-		54
Sub Total - Councillors	11 459	11 459	794	7 940	8 345	(405)	-5%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	248	2 471	3 174	(703)	-22%	3 809
Pension and UIF Contributions	783	783	18	167	653	(486)	-74%	783
Medical Aid Contributions	135	135	4	53	112	(59)	-53%	135
Overtime	-	-	-	-	-	-		-
Performance Bonus	891	891	47	405	742	(337)	-45%	891
Motor Vehicle Allowance	1 052	1 052	68	679	877	(197)	-23%	1 052
Cellphone Allowance	71	71	2	33	59	(27)	-45%	71
Housing Allowances	154	154	-	-	128	(128)	-100%	154
Other benefits and allowances	115	115	9	99	96	4	4%	115
Payments in lieu of leave	-	-	-	-	-	-		-
Long service awards	-	-	-	-	-	-		-
Post-retirement benefit obligations	-	-	-	-	-	-		-
Sub Total - Senior Managers	7 010	7 010	397	3 909	5 842	(1 933)	-33%	7 010
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 187	94 622	97 106	(2 484)	-3%	116 528
Pension and UIF Contributions	17 544	17 550	1 432	14 347	14 625	(278)	-2%	17 550
Medical Aid Contributions	7 793	7 793	706	6 667	6 494	174	3%	7 793
Overtime	12 733	12 733	1 269	13 995	10 611	3 384	32%	12 733
Performance Bonus	8 186	8 186	720	7 185	6 822	364	5%	8 186
Motor Vehicle Allowance	4 497	4 497	428	4 340	3 748	592	16%	4 497
Cellphone Allowance	405	405	45	421	337	83	25%	405
Housing Allowances	1 649	1 649	130	1 285	1 374	(89)	-6%	1 649
Other benefits and allowances	4 318	4 322	307	3 494	3 601	(108)	-3%	4 322
Payments in lieu of leave	889	889	1 102	7 441	741	6 700	904%	889
Long service awards	436	436	141	1 414	363	1 051	290%	436
Post-retirement benefit obligations	11 376	26 376	606	6 057	21 980	(15 923)	-72%	26 376
Sub Total - Other Municipal Staff	185 514	201 363	16 074	161 268	167 802	(6 534)	-4%	201 363
TOTAL SALARY, ALLOWANCES & % increase	203 983	219 832	17 265	173 117	181 990	(8 872)	-5%	219 832
TOTAL MANAGERS AND STAFF	192 524	208 373	16 471	165 177	173 644	(8 467)	-5%	208 373

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 - M10 April

Description	Ref	Budget Year 2019/20											
		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	Budget	Budget
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687	4 144	3 015	3 884	5 448
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265	27 791	27 700	33 059	42 666
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666	2 954	2 503	3 054	4 996
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600	1 585	1 232	1 564	1 636
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680	2 404	1 726	1 899	2 760
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		240	284	382	381	281	231	553	473	430	26	435	635
Interest earned - external investments		434	623	77	700	638	728	23	1 143	404	420	831	2 664
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	7 900
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		208	288	300	395	239	177	398	315	294	-	851	1 600
Licences and permits		308	8	1 318	162	176	704	206	580	532	-	362	(2 442)
Agency services		-	-	-	-	-	-	-	-	-	-	-	3 670
Transfer receipts - operating		47 994	5 605	-	3 042	10 946	25 708	4 064	689	23 212	4 653	0	13 211
Other revenue		145	331	344	461	433	376	1 691	1 064	1 818	27	410	2 788
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	59 195	37 939	31 161	65 568	41 302	46 349	87 532
Other Cash Flows by Source													
Transfer receipts - capital		14 003	-	-	-	3 474	10 000	-	-	28 123	1 670	1 788	(12 936)
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83	(145)	(119)	-	365
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	69 189	37 693	31 244	93 545	42 853	48 137	74 962
Cash Payments by Type													
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757	14 505	14 288	16 489	13 702
Remuneration of councillors		909	910	899	906	906	906	897	918	794	794	963	1 657
Interest paid		-	-	-	-	-	46	-	-	4	-	-	1 200
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913	20 414	24 278	23 272	35 379
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697	2 442	1 710	2 829	2 284
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434	4 165	1 665	6 958	17 389
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500	1 877	263	119	8 320	(4 437)	1 272	4 454
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311	2 399	1 862	1 307	9 302
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	46 366	35 027	44 149	53 043	40 161	53 090	85 366
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932	2 318	1 815	9 959	48 376
Repayment of borrowing		-	-	22	-	-	-	(2)	-	-	-	-	(3 020)
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008	(997)	1 264	-	(681)
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	52 834	36 905	47 088	54 365	43 239	63 049	130 041
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	16 355	788	(15 844)	39 181	(386)	(14 911)	(55 080)
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 311	128 400
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 311	128 400	73 320

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M10 April

Month	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	–	5 968	6 782	101	101	6 782	6 682	98,5%	0%
August	2 395	5 968	6 782	3 035	3 136	13 565	10 429	76,9%	4%
September	3 895	5 968	6 782	2 468	5 604	20 347	14 743	72,5%	7%
October	4 259	5 968	6 782	6 398	12 002	27 130	15 127	55,8%	15%
November	5 596	5 968	6 782	2 200	14 202	33 912	19 710	58,1%	17%
December	4 014	5 968	6 782	4 387	18 589	40 695	22 106	54,3%	23%
January	2 324	5 968	6 782	1 566	20 155	47 477	27 322	57,5%	28%
February	5 448	5 968	6 782	2 718	22 873	54 260	31 387	57,8%	32%
March	6 120	5 968	6 782	1 848	24 721	61 042	36 322	59,5%	35%
April	10 087	5 968	6 782	1 747	26 467	67 825	41 357	61,0%	0
May	3 737	5 968	6 782	–		74 607	–		
June	38 783	5 968	6 782	–		81 390	–		
Total Capital expenditure	86 657	71 613	81 390	26 467					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/42	Leasing of office space to Witzenberg Municipality in Ceres (Re-advertisement)	21-Apr-2020*
08/2/17/71	Appointment of Professional service provider for the research of land and submission of an environmental Basic Assessment Report (BAR) for the establishment of a regional cemetery	14-Apr-2020*
08/2/17/74	Supply of Remote Metering (AMR)	27-Mar-2020*

* All bids in the advertisement stage during the lockdown period were postponed.

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

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019	06-Dec-2019 15-Jan-2020 Referred back	C Wessels
08/2/17/18	Road markings in the Witzenberg municipal area	25-Feb-2020	04-Mar-2020	E Lintnaar
08/2/17/25	Supply and servicing of Portable chemical toilets and emptying of septic tanks in the Witzenberg area	03-Mar-2020	25-Mar-2020	N Jacobs
08/2/17/47	Supply, delivery and installation of a self-contained breathing apparatus filling station	19-Feb-2020	26-Feb-2020	A Lamprecht-Vertue
08/2/17/55	Supply and delivery of Traffic Uniforms	26-Mar-2020	Awaiting	M Green
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020	26-Mar-2020	D Greeff
08/2/17/61	Supply and delivery of 10 Tailormade business containers	20-Mar-2020	Awaiting	R Fick
08/2/17/62	Supply, delivery & installation of palisade fencing & 2 palisade gates for municipal property	25-Mar-2020	Awaiting	R Fick
08/2/17/63	Paving at Skoonvlei site in Bella Vista, Ceres	20-Mar-2020	Awaiting	R Fick

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/66	Non-Motorised Transport (NMT) facilities and Stormwater maintenance in Ceres	05-Mar-2020	23-Mar-2020	E Lintnaar
08/2/17/68	Translation services from English to Afrikaans and vice versa for Witzenberg Municipality	06-Mar-2020	Awaiting	R Hendricks
08/2/17/69	Printing, supply and delivery of a Corporate Newsletter to Witzenberg Municipality	04-Mar-2020	11-Mar-2020	R Hendricks
08/2/17/70	Construction of a public refuse drop-off facility, Wolseley	28-Feb-2020	10-Mar-2020 17-Mar-2020 30-Mar-2020	J Jacobs
08/2/17/73	Supply, delivery and offloading of Lime and Calcium Hypochlorite	11-Mar-2020	Awaiting	M Frieslaar N Jacobs

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/57	Appointment of Structural engineer for Structural alterations at Ceres Town Hall	07-Feb-2020	11-Feb-2020 09-Mar-2020 30-Mar-2020	H Truter
08/2/17/65	Painting of external surfaces at Pine Valley Community Hall Wolseley	20-Feb-2020	04-Mar-2020	H Truter
08/2/17/75	Supply and delivery of pavers	18-Feb-2020	04-Mar-2020	E Lintnaar
08/2/17/78	Supply of Prepayment Electricity meters	05-Mar-2020	19-Mar-2020	D Greeff
08/2/17/85	Supply, delivery and installation of building signage	18-Mar-2020	23-Mar-2020	R Hendricks
08/2/17/89	Servicing of Portable chemical toilets in the Witzenberg area (3 months)	10-Mar-2020	24-Mar-2020	N Jacobs

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bids are currently in the adjudication stage:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019	19-Feb-2020	31-Mar-2020
08/2/17/09	Radio Frequency Identification (RFID) for wheelie bins	13-Dec-2019	25-Mar-2020	31-Mar-2020
08/2/17/29	Supply, delivery and installation of a Prefabricated building at the Ceres testing station	14-Feb-2020	25-Mar-2020	31-Mar-2020
08/2/17/41	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	04-Dec-2019	18-Feb-2020	31-Mar-2020

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/46	Supply and delivery of a Fire truck equipped with medium size firefighting pumping apparatus with associated equipment to the Witzenberg municipality	11-Feb-2020	25-Mar-2020	31-Mar-2020
08/2/17/52	Rebuilding of the John Steyn library in Ceres	27-Feb-2020	25-Mar-2020	31-Mar-2020

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

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

3.2.1.4 Bids awarded

No bid was awarded by the Accounting Officer during the month of April 2020.

No competitive bid were awarded by the Bid Adjudication Committee during the month of April 2020.

3.2.1.4 Tenders toegeken

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende April 2020 nie.

Geen mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende April 2020 nie.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

No formal written price quotation or competitive bid was cancelled during the month of April 2020.

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Geen formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende April 2020 nie.

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

No written price quotations were approved during the month of April 2020.

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende April 2020 nie.

3.2.1.7 Formal Written Price Quotations

No formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of April 2020.

3.2.1.7 Formele Geskrewe Prys Kwotasies

Geen formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van April 2020 nie.

3.2.1.8 Appeals

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

3.2.1.8 Appèlle

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		
08/2/17/40	Ceres Sportsfields concrete stands (re-advertisement)	03 Mar 2020	Gem Con (Pty) Ltd	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of April 2020 which totals R 90 104.37:

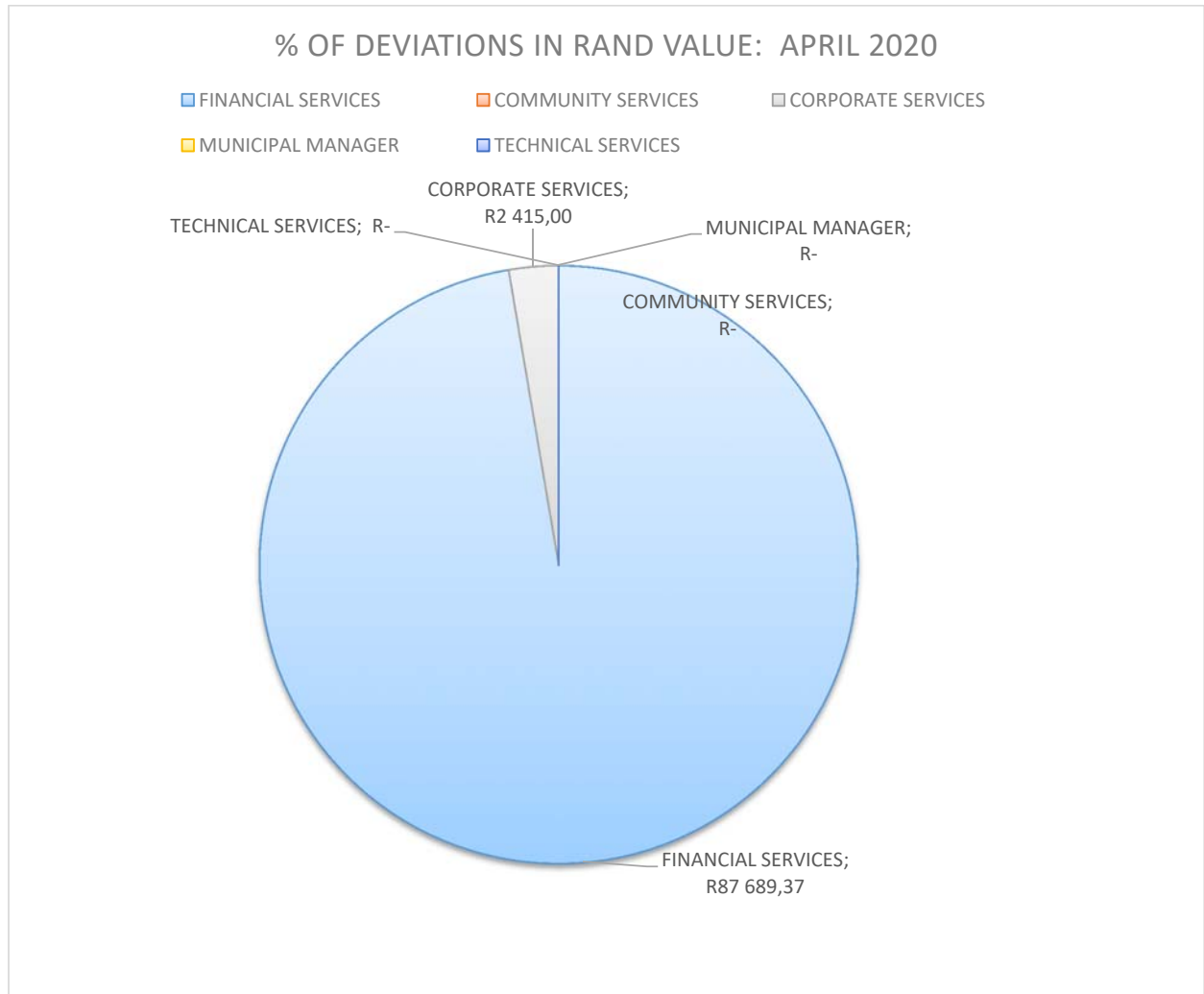
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van April 2020 wat beloop op die totaal van R 90 104.37:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
8-Apr-20	Basson Workwear	Face shields and Disposable Overalls	Emergency	164453	27,240.63
14-Apr-20	Boland Promotions	Cloth Protective face Masks	Emergency	164462	19,544.25
14-Apr-20	Kaap Agri	PPE for Covid 19	Emergency	164466	40,904.49
15-Apr-20	First Technology (PTY) Ltd	Reinstate account to Activate Microsoft Teams	Emergency	164495	2,415.00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
February 2020	R 48 598.15	R9 208 009.81	0.52%
March 2020	R 539 836.04	R14 117 907.69	3.82%
April 2020	R 90 104.37	R5 685 411.15	1.58%

DEVIATIONS PER DIRECTORATE



Logistics

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

MONTH	Febr 2020	March 2020	April 2020
Value of inventory at hand	R 10 441 594.74	R 11 065 469	R 10 840 267
Turnover rate of total value of inventory	1.19	1.23	1.16
Date of latest stores reconciliation	30 April 2020		
Date of last stock count	05 Dec 2019		
Date of next stock count	29 June 2020		

Logistieke

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

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of April 2020

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature :



Date:

15/5/2020



Monthly Budget Statement Report Section 71 for May 2020

**Financial data is in respect of the period
1 July 2019 to 31 May 2020**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentliche afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 10.7 million.

The monthly billing was also done as scheduled and during this process 18 930 accounts amounting to R 36.2 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 4.7 million.

The indigent cost to the municipality for the month amounts to R 1.6 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 88%.

The municipality issued orders to the value of R 9.2 million of which R 240 000 was in terms of deviations.

The municipality currently has R 118 million in its primary bank account and investments to the value of R20 million.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of May 2020 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 10.7 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 18 930 rekeninge ten bedrae van R 36.2 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 4.7 miljoen.

Die deernis subsidies vir die maand beloop R 1.6 miljoen.

Die opgehoopde debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 88%

Bestellings ter waarde van R 9.2 miljoen uitgereik, waarvan R 240 000 ten opsigte van afwykings is.

Die munisipaliteit het R 118 miljoen in die primêre bankrekening en beleggings ter waarde van R 20 miljoen.

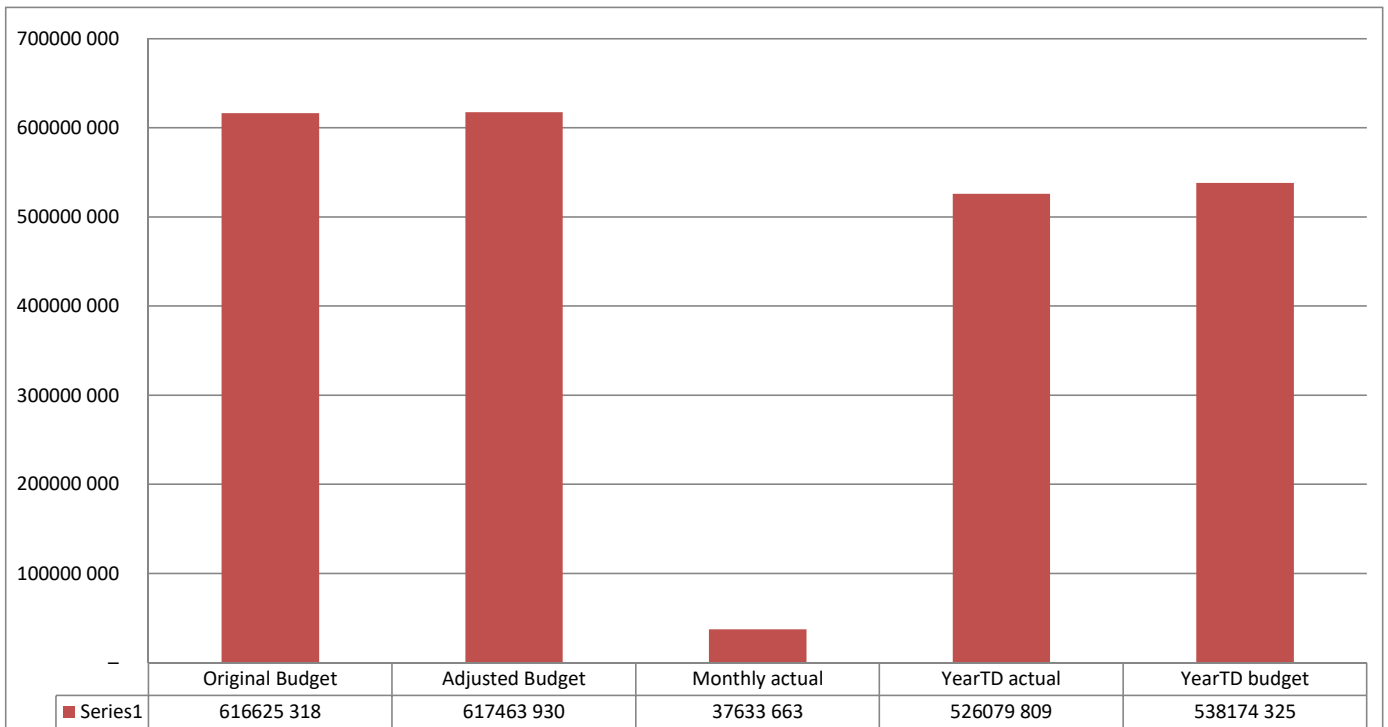
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Mei 2020 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

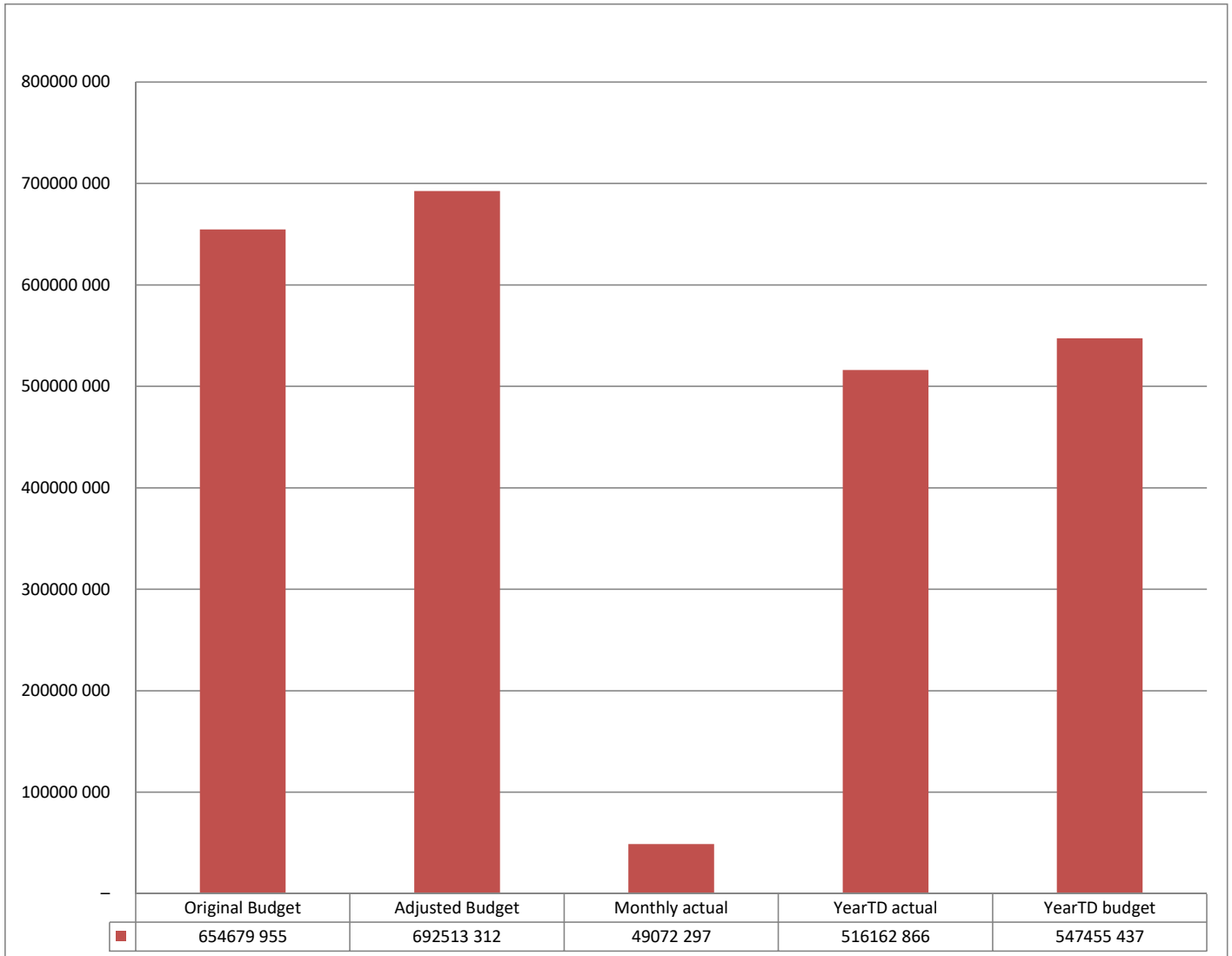
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 31 May 2020, 85.2% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 tot 31 Mei 2020, is 85.2% van die begrote operasionele inkomste gehêf.

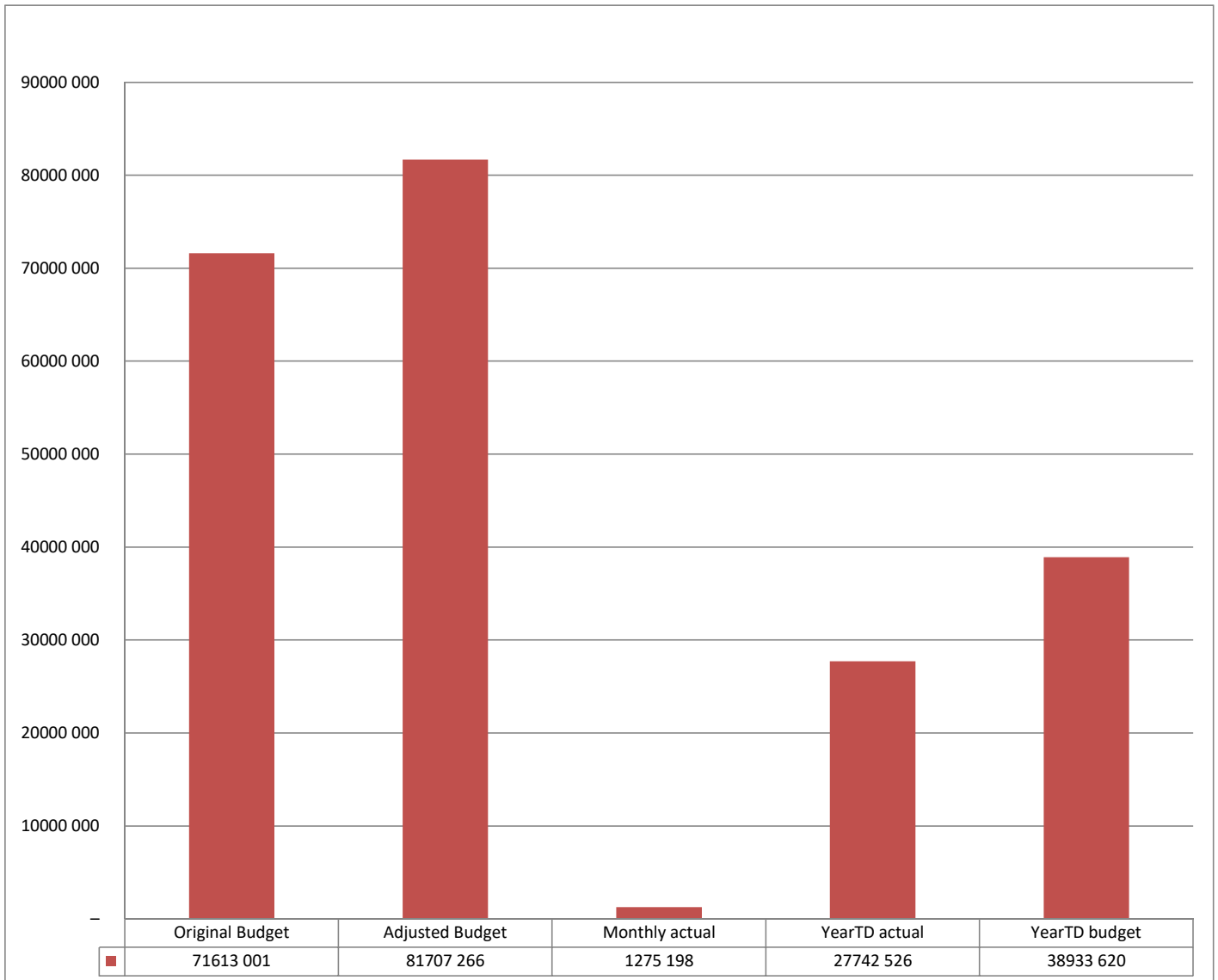
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 31 May 2020, 74.53% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 31 Mei 2020, is 74.53% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 31 May 2020, 33.95% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 31 Mei 2020, is 33.95% van die begrote kapitale uitgawes aangegaan.

There is currently also R 15.1 million on order for capital expenditure.

Daar is tans ook R 15.1 miljoen op bestelling vir kapitaal uitgawes.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 May 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M11 May

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	3 821	69 901	68 415	1 486	2%	72 282
Service charges	305 199	346 953	347 173	33 213	314 620	318 486	(3 866)	-1%	340 789
Investment revenue	8 551	8 695	8 695	337	5 637	7 245	(1 609)	-22%	8 695
Transfers recognised - operational	87 675	138 467	139 123	244	109 080	102 022	7 058	7%	139 123
Other own revenue	47 568	50 229	50 191	19	26 842	42 006	(15 164)	-36%	50 191
transfers and contributions)	518 771	616 625	617 464	37 634	526 080	538 174	(12 095)	-2%	611 080
Employee costs	9 458	192 524	208 385	16 635	181 865	173 654	8 211	5%	208 385
Remuneration of Councillors	9 458	11 459	11 459	794	8 734	9 179	(445)	-5%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	25 346	(11 328)	-45%	45 590
Finance charges	8 409	8 840	8 724	140	409	1 061	(652)	-61%	8 724
Materials and bulk purchases	204 338	246 787	247 783	18 666	190 480	198 738	(8 258)	-4%	247 783
Transfers and grants	10 019	30 962	30 854	4 110	24 445	25 629	(1 184)	-5%	30 854
Other expenditure	260 583	118 518	139 718	8 727	96 212	113 849	(17 637)	-15%	139 718
Total Expenditure	532 678	654 680	692 513	49 072	516 163	547 455	(31 293)	-6%	692 513
Surplus/(Deficit)	(13 907)	(38 055)	(75 049)	(11 439)	9 917	(9 281)	19 198	-207%	(81 433)
Transfers recognised - capital	70 437	44 178	49 798	-	1	38 606	(38 605)	-100%	49 798
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	56 530	6 123	(25 251)	(11 439)	9 918	29 325	(19 407)	-66%	(31 635)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	(25 251)	(11 439)	9 918	29 325	(19 407)	-66%	(31 635)
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	81 707	1 275	27 743	38 934	(11 191)	-29%	81 707
Capital transfers recognised	54 177	45 678	46 327	142	9 379	15 026	(5 648)	-38%	46 327
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	3 043	-	-	2 536	(2 536)	-100%	3 043
Internally generated funds	32 479	25 935	32 167	1 134	18 364	21 371	(3 007)	-14%	32 167
Total sources of capital funds	86 657	71 613	81 537	1 275	27 743	38 934	(11 191)	-29%	81 537
Financial position									
Total current assets	184 006	156 835	154 149		280 610				154 149
Total non current assets	965 651	978 519	1 000 758		979 378				1 000 758
Total current liabilities	91 237	115 487	118 841		184 535				118 841
Total non current liabilities	156 015	155 245	160 034		163 131				160 034
Community wealth/Equity	902 405	864 621	876 032		912 322				876 032
Cash flows									
Net cash from (used) operating	81 900	70 001	57 062	(9 457)	69 275	208 792	(139 517)	-67%	57 062
Net cash from (used) investing	(83 389)	(71 613)	(81 014)	(1 206)	(30 512)	(42 074)	11 562	-27%	(81 014)
Net cash from (used) financing	(1 745)	(500)	3 000	(44)	(429)	2 727	(3 156)	-116%	(429)
end	94 272	89 164	73 319	-	132 606	263 716	(131 110)	-50%	70 319
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	43 768	7 441	4 713	4 209	3 555	3 151	21 637	143 281	231 755
Creditors Age Analysis									
Total Creditors	252	-	-	-	-	-	-	-	252

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) - M11 May

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	88 978	95 002	98 535	4 237	84 187	93 062	(8 875)	-10%	98 535
Executive and council	-	-	0	3	25	0	24	2939900%	0
Finance and administration	88 978	95 002	98 535	4 234	84 162	93 062	(8 900)	-10%	98 535
Internal audit	-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>	112 056	156 525	156 352	231	115 315	116 379	(1 064)	-1%	156 352
Community and social services	96 371	105 912	106 608	217	92 930	74 925	18 005	24%	106 608
Sport and recreation	6 826	20 394	19 525	14	6 577	16 271	(9 693)	-60%	19 525
Public safety	3	728	728	-	4	606	(602)	-99%	728
Housing	8 855	29 492	29 492	-	15 803	24 576	(8 773)	-36%	29 492
<i>Economic and environmental services</i>	40 066	34 264	37 045	14	4 850	31 102	(26 252)	-84%	37 045
Planning and development	1 791	3 669	5 134	14	1 032	4 278	(3 246)	-76%	5 134
Road transport	38 187	30 057	31 214	-	3 817	26 242	(22 425)	-85%	31 214
Environmental protection	88	538	698	-	1	581	(581)	-100%	698
<i>Trading services</i>	346 951	374 903	375 221	33 151	321 635	319 939	1 697	1%	375 221
Energy sources	226 478	267 273	267 493	25 163	230 428	216 714	13 714	6%	267 493
Water management	49 654	56 021	54 303	3 969	40 475	48 816	(8 341)	-17%	54 303
Waste water management	45 431	26 404	26 404	1 900	25 223	29 948	(4 726)	-16%	26 404
Waste management	25 388	25 206	27 020	2 118	25 509	24 460	1 049	4%	27 020
Total Revenue - Functional	588 051	660 803	667 262	37 634	526 080	560 572	(34 492)	-6%	667 262
Expenditure - Functional									
<i>Governance and administration</i>	76 011	120 995	152 169	9 819	107 028	114 249	(7 221)	-6%	152 169
Executive and council	22 343	28 588	27 850	1 775	19 559	20 838	(1 280)	-6%	27 850
Finance and administration	51 368	90 177	122 117	7 864	85 207	91 546	(6 339)	-7%	122 117
Internal audit	2 300	2 230	2 203	181	2 262	1 864	398	21%	2 203
<i>Community and public safety</i>	71 893	99 678	98 055	8 305	77 520	79 278	(1 757)	-2%	98 055
Community and social services	23 633	26 589	26 868	1 783	21 341	20 879	462	2%	26 868
Sport and recreation	25 297	28 548	27 751	1 513	22 108	22 458	(349)	-2%	27 751
Public safety	10 010	9 416	9 425	647	6 846	7 709	(864)	-11%	9 425
Housing	12 954	35 126	34 012	4 362	27 225	28 231	(1 006)	-4%	34 012
<i>Economic and environmental services</i>	59 435	69 890	70 652	3 069	45 529	43 607	1 923	4%	70 652
Planning and development	9 030	11 868	11 497	704	8 637	9 223	(586)	-6%	11 497
Road transport	49 753	55 632	56 617	2 333	35 951	32 460	3 491	11%	56 617
Environmental protection	651	2 390	2 539	32	941	1 923	(982)	-51%	2 539
<i>Trading services</i>	323 358	363 203	370 723	27 879	285 230	269 525	15 705	6%	370 723
Energy sources	208 229	260 127	259 397	19 381	199 529	204 679	(5 149)	-3%	259 397
Water management	37 704	28 971	33 842	3 115	28 890	19 802	9 088	46%	33 842
Waste water management	33 065	31 759	33 455	2 123	26 480	18 950	7 530	40%	33 455
Waste management	44 361	42 346	44 030	3 260	30 331	26 095	4 236	16%	44 030
<i>Other</i>	824	914	914	-	856	911	(55)	-6%	914
Total Expenditure - Functional	531 521	654 680	692 513	49 072	516 163	507 569	8 594	2%	692 513
Surplus/ (Deficit) for the year	56 530	6 123	(25 251)	(11 439)	9 918	53 003	(43 086)		(25 251)

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) - M11 May

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
<i>Municipal governance and administration</i>	88 978	95 002	98 535	4 237	84 187	93 062	(8 875)	-10%	98 535
Executive and council	-	-	0	3	25	0	24	2939900%	0
<i>Mayor and Council</i>	-	-	0	3	25	0	24	2939900%	0
Finance and administration	88 978	95 002	98 535	4 234	84 162	93 062	(8 900)	-10%	98 535
<i>Administrative and Corporate Support</i>	1	9	9	-	-	7	(7)	-100%	9
<i>Finance</i>	88 406	94 446	97 879	4 234	83 878	92 516	(8 638)	-9%	97 879
<i>Human Resources</i>	499	526	526	-	235	438	(203)	-46%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	20	4	104	-	-	87	(87)	-100%	104
<i>Supply Chain Management</i>	52	17	17	-	50	14	36	250%	17
<i>Community and public safety</i>	112 056	156 525	156 352	231	115 315	116 379	(1 064)	-1%	156 352
Community and social services	96 371	105 912	106 608	217	92 930	74 925	18 005	24%	106 608
<i>Aged Care</i>	86 628	95 119	95 415	209	87 803	65 598	22 205	34%	95 415
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	224	222	222	7	160	185	(26)	-14%	222
<i>Community Halls and Facilities</i>	495	863	863	-	356	719	(363)	-50%	863
<i>Libraries and Archives</i>	9 024	9 707	10 107	-	4 611	8 423	(3 811)	-45%	10 107
Sport and recreation	6 826	20 394	19 525	14	6 577	16 271	(9 693)	-60%	19 525
<i>Recreational Facilities</i>	6 456	7 299	7 299	14	6 530	6 083	447	7%	7 299
<i>Sports Grounds and Stadiums</i>	371	13 095	12 225	-	47	10 188	(10 141)	-100%	12 225

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Public safety	3	728	728	–	4	606	(602)	-99%	728
<i>Fire Fighting and Protection</i>	3	728	728	–	4	606	(602)	-99%	728
Housing	8 855	29 492	29 492	–	15 803	24 576	(8 773)	-36%	29 492
<i>Housing</i>	8 855	29 492	29 492	–	15 803	24 576	(8 773)	-36%	29 492
<i>Economic and environmental services</i>	40 066	34 264	37 045	14	4 850	31 102	(26 252)	-84%	37 045
Planning and development	1 791	3 669	5 134	14	1 032	4 278	(3 246)	-76%	5 134
<i>Economic Development/Planning</i>	388	250	1 715	–	–	1 429	(1 429)	-100%	1 715
<i>Town Planning, Building Regulations and Enforcemen</i>	1 404	2 793	2 793	14	1 032	2 328	(1 295)	-56%	2 793
<i>Project Management Unit</i>	–	626	626	–	–	522	(522)	-100%	626
Road transport	38 187	30 057	31 214	–	3 817	26 242	(22 425)	-85%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	20 076	23 720	23 720	–	3 817	19 997	(16 180)	-81%	23 720
<i>Roads</i>	18 111	6 337	7 493	–	–	6 245	(6 245)	-100%	7 493
Environmental protection	88	538	698	–	1	581	(581)	-100%	698
<i>Biodiversity and Landscape</i>	88	538	698	–	1	581	(581)	-100%	698
<i>Trading services</i>	346 951	374 903	375 221	33 151	321 635	319 939	1 697	1%	375 221
Energy sources	226 478	267 273	267 493	25 163	230 428	216 714	13 714	6%	267 493
<i>Electricity</i>	225 770	266 452	266 672	25 163	230 428	216 030	14 399	7%	266 672
<i>Street Lighting and Signal Systems</i>	708	821	821	–	–	685	(685)	-100%	821
Water management	49 654	56 021	54 303	3 969	40 475	48 816	(8 341)	-17%	54 303
<i>Water Distribution</i>	49 654	56 021	54 303	3 969	40 475	48 816	(8 341)	-17%	54 303
Waste water management	45 431	26 404	26 404	1 900	25 223	29 948	(4 726)	-16%	26 404
<i>Sewerage</i>	33 343	23 012	23 012	1 900	25 223	27 122	(1 899)	-7%	23 012
<i>Storm Water Management</i>	12 088	3 391	3 391	–	–	2 826	(2 826)	-100%	3 391
Waste management	25 388	25 206	27 020	2 118	25 509	24 460	1 049	4%	27 020
<i>Solid Waste Removal</i>	25 388	25 206	27 020	2 118	25 509	24 460	1 049	4%	27 020
<i>Other</i>	–	109	109	–	93	91	2	3%	109
Licensing and Regulation	–	109	109	–	93	91	2	3%	109
Total Revenue - Functional	588 051	660 803	667 262	37 634	526 080	560 572	(34 492)	-6%	667 262

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M11 May

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Expenditure - Functional									
Municipal governance and administration	76 011	120 995	152 169	9 819	107 028	114 249	(7 221)	-6%	152 169
Executive and council	22 343	28 588	27 850	1 775	19 559	20 838	(1 280)	-6%	27 850
<i>Mayor and Council</i>	14 838	18 767	17 983	1 092	12 120	12 779	(659)	-5%	17 983
<i>Municipal Manager, Town Secretary and Chief Execut</i>	7 505	9 822	9 866	682	7 438	8 059	(621)	-8%	9 866
Finance and administration	51 368	90 177	122 117	7 864	85 207	91 546	(6 339)	-7%	122 117
<i>Administrative and Corporate Support</i>	10 401	8 615	16 588	1 957	12 012	13 401	(1 390)	-10%	16 588
<i>Asset Management</i>	100	4 392	4 392	1	154	3 649	(3 495)	-96%	4 392
<i>Budget and Treasury Office</i>	5	-	-	-	-	-	-		-
<i>Finance</i>	26 304	33 713	41 395	2 133	30 613	26 076	4 537	17%	41 395
<i>Fleet Management</i>	2 598	2 796	2 596	220	2 487	2 176	311	14%	2 596
<i>Human Resources</i>	(4 572)	19 972	34 797	2 404	23 275	28 465	(5 190)	-18%	34 797
<i>Information Technology</i>	2 974	3 719	3 719	203	3 381	3 976	(595)	-15%	3 719
<i>Legal Services</i>	2 188	1 780	3 287	86	2 944	3 052	(108)	-4%	3 287
<i>Marketing, Customer Relations, Publicity and Media</i>	3 064	3 630	3 743	307	3 423	3 179	244	8%	3 743
<i>Property Services</i>	1 813	3 489	3 489	48	531	1 678	(1 147)	-68%	3 489
<i>Risk Management</i>	16	421	421	-	-	351	(351)	-100%	421
<i>Supply Chain Management</i>	5 944	5 970	6 468	480	6 104	4 536	1 568	35%	6 468
<i>Valuation Service</i>	534	1 680	1 221	24	285	1 009	(724)	-72%	1 221
Internal audit	2 300	2 230	2 203	181	2 262	1 864	398	21%	2 203
<i>Governance Function</i>	2 300	2 230	2 203	181	2 262	1 864	398	21%	2 203
Community and public safety	71 893	99 678	98 055	8 305	77 520	79 278	(1 757)	-2%	98 055
Community and social services	23 633	26 589	26 868	1 783	21 341	20 879	462	2%	26 868
<i>Aged Care</i>	4 533	4 296	4 552	391	4 473	3 222	1 250	39%	4 552
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	2 903	3 317	3 293	250	2 620	2 597	22	1%	3 293
<i>Child Care Facilities</i>	2	819	823	-	6	687	(681)	-99%	823
<i>Community Halls and Facilities</i>	5 568	6 080	6 087	381	4 590	4 804	(214)	-4%	6 087
<i>Disaster Management</i>	55	47	83	-	44	57	(13)	-23%	83
<i>Education</i>	4	705	705	-	2	588	(587)	-100%	705
<i>Libraries and Archives</i>	10 568	11 324	11 324	760	9 607	8 923	684	8%	11 324
Sport and recreation	25 297	28 548	27 751	1 513	22 108	22 458	(349)	-2%	27 751
<i>Community Parks (including Nurseries)</i>	6 497	6 763	6 782	491	5 928	5 302	626	12%	6 782
<i>Recreational Facilities</i>	14 318	16 797	15 964	678	12 293	13 339	(1 046)	-8%	15 964
<i>Sports Grounds and Stadiums</i>	4 482	4 988	5 005	344	3 888	3 817	71	2%	5 005
Public safety	10 010	9 416	9 425	647	6 846	7 709	(864)	-11%	9 425
<i>Fire Fighting and Protection</i>	10 010	9 416	9 425	647	6 846	7 709	(864)	-11%	9 425
Housing	12 954	35 126	34 012	4 362	27 225	28 231	(1 006)	-4%	34 012
<i>Housing</i>	12 749	33 431	32 297	4 346	27 079	26 803	276	1%	32 297
<i>Informal Settlements</i>	205	1 695	1 715	16	146	1 428	(1 282)	-90%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
<i>Economic and environmental services</i>	59 435	69 890	70 652	3 069	45 529	43 607	1 923	4%	70 652
Planning and development	9 030	11 868	11 497	704	8 637	9 223	(586)	-6%	11 497
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 825	2 182	2 097	119	1 389	1 591	(202)	-13%	2 097
<i>Economic Development/Planning</i>	1 570	2 227	2 172	111	1 477	1 611	(134)	-8%	2 172
<i>Town Planning, Building Regulations and Enforcement</i>	4 077	4 920	4 920	310	4 217	4 131	87	2%	4 920
<i>Project Management Unit</i>	1 559	2 538	2 307	164	1 554	1 890	(336)	-18%	2 307
Road transport	49 753	55 632	56 617	2 333	35 951	32 460	3 491	11%	56 617
<i>Police Forces, Traffic and Street Parking Control</i>	25 573	31 101	30 929	1 715	18 073	12 676	5 397	43%	30 929
<i>Roads</i>	24 181	24 531	25 688	619	17 878	19 784	(1 906)	-10%	25 688
Environmental protection	651	2 390	2 539	32	941	1 923	(982)	-51%	2 539
<i>Biodiversity and Landscape</i>	(24)	2 390	2 539	32	941	1 923	(982)	-51%	2 539
<i>Pollution Control</i>	675	-	-	-	-	-	-	-	-
<i>Trading services</i>	323 358	363 203	370 723	27 879	285 230	269 525	15 705	6%	370 723
Energy sources	208 229	260 127	259 397	19 381	199 529	204 679	(5 149)	-3%	259 397
<i>Electricity</i>	205 241	257 067	256 572	19 322	197 249	202 264	(5 015)	-2%	256 572
<i>Street Lighting and Signal Systems</i>	2 988	3 060	2 825	60	2 280	2 414	(134)	-6%	2 825
Water management	37 704	28 971	33 842	3 115	28 890	19 802	9 088	46%	33 842
<i>Water Treatment</i>	21	1 557	1 557	-	23	1 297	(1 275)	-98%	1 557
<i>Water Distribution</i>	35 159	24 063	28 633	3 072	26 711	16 202	10 510	65%	28 633
<i>Water Storage</i>	2 524	3 351	3 651	43	2 156	2 302	(147)	-6%	3 651
Waste water management	33 065	31 759	33 455	2 123	26 480	18 950	7 530	40%	33 455
<i>Public Toilets</i>	1 432	1 710	1 710	125	1 371	1 351	20	2%	1 710
<i>Sewerage</i>	25 120	21 855	23 543	1 582	18 672	11 207	7 465	67%	23 543
<i>Storm Water Management</i>	6 508	5 720	5 720	416	6 435	4 331	2 104	49%	5 720
<i>Waste Water Treatment</i>	5	2 475	2 483	-	2	2 062	(2 059)	-100%	2 483
Waste management	44 361	42 346	44 030	3 260	30 331	26 095	4 236	16%	44 030
<i>Solid Waste Disposal (Landfill Sites)</i>	13 624	16 543	16 515	678	3 209	7 025	(3 816)	-54%	16 515
<i>Solid Waste Removal</i>	28 966	24 478	26 189	2 436	25 416	17 966	7 451	41%	26 189
<i>Street Cleaning</i>	1 771	1 325	1 325	145	1 705	1 104	601	54%	1 325
<i>Other</i>	824	914	914	-	856	911	(55)	-6%	914
Licensing and Regulation	18	60	60	-	2	57	(55)	-96%	60
Tourism	806	854	854	-	854	854	(0)	0%	854
Total Expenditure - Functional	531 521	654 680	692 513	49 072	516 163	507 569	8 594	2%	692 513
Surplus/ (Deficit) for the year	56 530	6 123	(25 251)	(11 439)	9 918	53 003	(43 086)	-81%	(25 251)

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) - M11 May

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	94 642	4 113	81 918	89 818	(7 900)	-8,8%	94 642
Vote 2 - Community Services	132 923	181 732	183 184	247	119 422	138 969	(19 547)	-14,1%	183 184
Vote 3 - Corporate Services	520	539	639	3	260	532	(273)	-51,2%	639
Vote 4 - Technical Services	367 989	385 828	387 303	33 226	323 965	330 007	(6 042)	-1,8%	387 303
Vote 5 - Muncipal Manager	537	1 495	1 495	44	517	1 245	(729)	-58,5%	1 495
Total Revenue by Vote	588 051	660 803	667 262	37 634	526 080	560 572	(34 492)	-6,2%	667 262
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	54 857	2 671	37 510	36 388	1 122	3,1%	54 857
Vote 2 - Community Services	99 562	136 762	135 058	10 151	98 047	96 629	1 418	1,5%	135 058
Vote 3 - Corporate Services	31 442	61 026	83 179	6 198	57 809	66 007	(8 198)	-12,4%	83 179
Vote 4 - Technical Services	355 880	397 201	405 710	29 179	311 608	297 121	14 486	4,9%	405 710
Vote 5 - Muncipal Manager	10 589	12 551	13 710	874	11 190	11 423	(234)	-2,0%	13 710
Total Expenditure by Vote	531 521	654 680	692 513	49 072	516 163	507 569	8 594	1,7%	692 513
Surplus/ (Deficit) for the year	56 530	6 123	(25 251)	(11 439)	9 918	53 003	(43 086)	-81,3%	(25 251)

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) - M11 May

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	3 821	69 901	68 415	1 486	2%	72 282
Service charges - electricity revenue	221 840	265 119	265 339	25 163	230 569	243 986	(13 417)	-5%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 969	36 727	32 193	4 534	14%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	1 965	23 973	20 488	3 485	17%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 116	23 351	21 819	1 532	7%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	7 567	93	4 207	7 060	(2 853)	-40%	7 567
Interest earned - external investments	8 551	8 695	8 695	337	5 637	7 245	(1 609)	-22%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	(22)	10 517	6 576	3 941	60%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	-	47	16 466	(16 419)	-100%	19 482
Licences and permits	1 125	165	165	-	838	137	701	511%	165
Agency services	5 630	5 420	5 420	-	3 021	4 517	(1 496)	-33%	5 420
Transfers recognised - operational	87 675	138 467	139 123	244	109 080	102 022	7 058	7%	139 123
Other revenue	10 219	9 704	9 666	(51)	8 211	7 249	962	13%	9 666
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	617 464	37 634	526 080	538 174	(12 095)	-2%	611 080
Expenditure By Type									
Employee related costs	149 718	192 524	208 385	16 635	181 865	173 654	8 211	5%	208 385
Remuneration of councillors	9 458	11 459	11 459	794	8 734	9 179	(445)	-5%	11 459
Debt impairment	40 803	33 613	43 513	3 776	31 932	39 887	(7 955)	-20%	43 513
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	25 346	(11 328)	-45%	45 590
Finance charges	8 409	8 840	8 724	140	409	1 061	(652)	-61%	8 724
Bulk purchases	188 783	229 196	229 196	17 826	178 235	184 442	(6 207)	-3%	229 196
Other materials	15 554	17 590	18 587	840	12 245	14 295	(2 051)	-14%	18 587
Contracted services	41 971	43 731	54 230	2 850	33 523	40 316	(6 793)	-17%	54 230
Transfers and grants	10 019	30 962	30 854	4 110	24 445	25 629	(1 184)	-5%	30 854
Other expenditure	37 548	41 174	41 975	2 101	30 757	33 646	(2 889)	-9%	41 975
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	692 513	49 072	516 163	547 455	(31 293)	-6%	692 513
Surplus/(Deficit)	(13 907)	(38 055)	(75 049)	(11 439)	9 917	(9 281)	19 198	(0)	(81 433)
Transfers recognised - capital	70 437	44 178	49 798	-	1	38 606	(38 605)	(0)	49 798
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	(25 251)	(11 439)	9 918	29 325			(31 635)
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	56 530	6 123	(25 251)	(11 439)	9 918	29 325			(31 635)
Surplus/ (Deficit) for the year	56 530	6 123	(25 251)	(11 439)	9 918	29 325			(31 635)

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
 External Audit Fees
 Communication
 External Computer Service

Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire 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) - M11 May

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	600	-	-	-	-		600
Vote 4 - Technical Services	47 388	33 049	35 680	641	11 539	14 367	(2 827)	-20%	35 680
Total Capital Multi-year expenditure	48 025	36 155	36 280	641	11 539	14 367	(2 827)	-20%	36 280
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	250	1	35	55	(20)	-36%	250
Vote 2 - Community Services	3 394	15 992	20 266	28	4 295	4 895	(600)	-12%	20 266
Vote 3 - Corporate Services	1 021	3 380	4 560	-	1 569	7 257	(5 689)	-78%	4 560
Vote 4 - Technical Services	33 524	15 950	20 295	606	10 290	12 345	(2 055)	-17%	20 295
Vote 5 - Muncipal Manager	18	56	56	-	14	15	(1)	-4%	56
Total Capital single-year expenditure	38 631	35 458	45 428	635	16 203	24 567	(8 364)	-34%	45 428
Total Capital Expenditure	86 657	71 613	81 707	1 275	27 743	38 934	(11 191)	-29%	81 707

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M11 May

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	1 782	2 700	6 716	42	2 431	8 913	(6 483)	-73%	6 716
Executive and council	388	150	2 356	1	129	1 947	(1 817)	-93%	2 356
Finance and administration	1 394	2 550	4 360	41	2 301	6 967	(4 665)	-67%	4 360
<i>Community and public safety</i>	3 513	18 572	20 162	28	4 135	4 320	(185)	-4%	20 162
Community and social services	187	4 190	6 491	-	367	3 638	(3 271)	-90%	6 491
Sport and recreation	3 326	13 461	12 675	-	3 650	80	3 570	4438%	12 675
Public safety	-	922	997	28	118	601	(483)	-80%	997
Housing	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	33 399	13 808	13 919	-	7 312	8 747	(1 434)	-16%	13 919
Planning and development	491	26	138	-	9	70	(61)	-87%	138
Road transport	32 908	13 782	13 782	-	7 303	8 676	(1 373)	-16%	13 782
Environmental protection	-	-	-	-	-	-	-	-	-
<i>Trading services</i>	47 963	36 533	40 910	1 206	13 865	16 954	(3 090)	-18%	40 910
Energy sources	11 378	8 700	9 135	463	5 352	7 332	(1 980)	-27%	9 135
Water management	12 522	19 581	17 384	509	2 116	1 336	780	58%	17 384
Waste water management	22 950	7 241	8 318	54	5 142	3 860	1 281	33%	8 318
Waste management	1 112	1 010	6 073	180	1 255	4 426	(3 171)	-72%	6 073
Total Capital Expenditure - Standard Classification	86 657	71 613	81 707	1 275	27 743	38 934	(11 191)	-29%	81 707
Funded by:									
National Government	25 874	38 506	36 789	142	9 104	7 078	2 026	29%	36 789
Provincial Government	27 586	6 672	8 537	-	275	7 114	(6 839)	-96%	8 537
District Municipality	717	500	500	-	-	417	(417)	-100%	500
Transfers recognised - capital	54 177	45 678	46 327	142	9 379	15 026	(5 648)	-38%	46 327
Borrowing	-	-	3 043	-	-	2 536	(2 536)	-100%	3 043
Internally generated funds	32 479	25 935	32 167	1 134	18 364	21 371	(3 007)	-14%	32 167
Total Capital Funding	86 657	71 613	81 537	1 275	27 743	38 934	(11 191)	-29%	81 537

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M11 May

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	3 697	65 918	67 731	(1 813)	-3%	71 559
Service charges	299 778	330 950	330 950	32 916	327 105	303 544	23 561	8%	330 950
Other revenue	1 076	24 158	24 319	9	16 605	22 293	(5 688)	-26%	24 319
Government - operating	126 944	139 169	139 123	380	130 191	139 123	(8 933)	-6%	139 123
Government - capital	36 531	50 208	46 122	-	53 371	46 122	7 249	16%	46 122
Interest	11 596	16 565	16 586	337	5 528	10 790	(5 263)	-49%	16 586
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(539 268)	(42 584)	(499 832)	(373 739)	126 093	-34%	(539 268)
Finance charges	(651)	(1 366)	(1 249)	-	(46)	(624)	(578)	93%	(1 249)
Transfers and Grants	(10 019)	(30 962)	(31 079)	(4 210)	(29 565)	(6 449)	23 116	-358%	(31 079)
NET CASH FROM/(USED) OPERATING ACTIVITIES	81 900	70 001	57 062	(9 457)	69 275	208 792	157 745	76%	57 062
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(81 014)	(1 206)	(30 512)	(42 074)	(11 562)	27%	(81 014)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(83 389)	(71 613)	(81 014)	(1 206)	(30 512)	(42 074)	(11 562)	27%	(81 014)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	(44)	(409)	-	(409)	-	-
Payments									
Repayment of borrowing	(2 477)	(500)	3 000	-	(20)	2 727	2 747	101%	-
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 745)	(500)	3 000	(44)	(429)	2 727	3 156	116%	(429)
NET INCREASE/ (DECREASE) IN CASH HELD	(3 234)	(2 112)	(20 952)	(10 706)	38 334	169 444			(23 952)
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	73 319		132 606	263 716			70 319

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M11 May

Ref	Description R thousands	Variance Rand Value	Variance	Reasons for material deviations
1	Revenue By Source			
	Property rates	1 486	2%	Immaterial variance
	Service charges - electricity revenue	(13 417)	-5%	Decrease in consumption due to seasonal fluctuation.
	Service charges - water revenue	4 534	14%	Increase in consumption due to no current implementation of water restrictions as well as more stringent hygiene procedures b
	Service charges - sanitation revenue	3 485	17%	Increase due to industrial effluent charges
	Service charges - refuse revenue	1 532	7%	Immaterial variance
	Service charges - other	-		
	Rental of facilities and equipment	(2 853)	-40%	Decrease in occupations and rental of halls (No gatherings allowed under Covid 19 regulations)
	Interest earned - external investments	(1 609)	-22%	Immaterial variance
	Interest earned - outstanding debtors	3 941	60%	Increase in outstanding debt
	Dividends received	-		
	Fines, penalties and forfeits	(16 419)	-100%	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	701	511%	Line item Correction of budget between Licences and permits & Agency Services
	Agency services	(1 496)	-33%	Line item Correction of budget between Licences and permits & Agency Services
	Transfers and subsidies	7 058	7%	Excellerated expenditure on housing top structures - Vredebes Housing Project
	Other revenue	962	13%	Immaterial variance
	Gains on disposal of PPE	-		
	Expenditure By Type			
2	Expenditure By Type			
	Employee related costs	8 211	5%	Variance primary due to Post Employment Provisions
	Remuneration of councillors	(445)	-5%	Immaterial variance
	Debt impairment	(7 955)	-20%	Increase in outstanding debt.
	Depreciation & asset impairment	(11 328)	-45%	Depreciation runs to follow. Capital parameter setup in progress.
	Finance charges	(652)	-61%	Interest Charges relating to Landfil Sites recognised on an annual basis
	Bulk purchases	(6 207)	-3%	Decrease in consumption due to seasonal fluctuation.
	Other materials	(2 051)	-14%	Immaterial variance
	Contracted services	(6 793)	-17%	Decrease in use of contracted services during the lockdown period.
	Transfers and subsidies	(1 184)	-5%	Immaterial variance
	Other expenditure	(2 889)	-9%	Immaterial variance
	Loss on disposal of PPE	-		
3	Capital Expenditure			
	Total Capital Expenditure	(11 191)	-29%	SCM Delay in the projects : Tulbagh Dam Project & Upgrading Of Sport Facilities
		-		
		-		
4	Financial Position			
		-		
		-		
		-		
		-		
5	Cash Flow			
	Receipts			
	Service Charges	23 561	8%	Increase in collection of electricity revenue in comparison to same stage in prior year.
	Government - operating	(8 933)	-6%	Outstanding Housing Allocation
	Interest	(5 263)	-49%	Interest not accrued on monthly basis, but recognised on investment withdrawals.
	Payments			
	Transfers and Grants	23 116	-358%	Rollout of Top Structures in progress.
	Capital assets	(11 562)	27%	Appointment of contractors for Tulbagh Dam and Sports Facilities in progress.
	Repayment of borrowing	2 747	101%	New loans to be taken up by the municipality.
		-		
6	Measureable performance			
		-		
		-		
		-		
		-		
7	Municipal Entities			
		-		
		-		
		-		
		-		
		-		

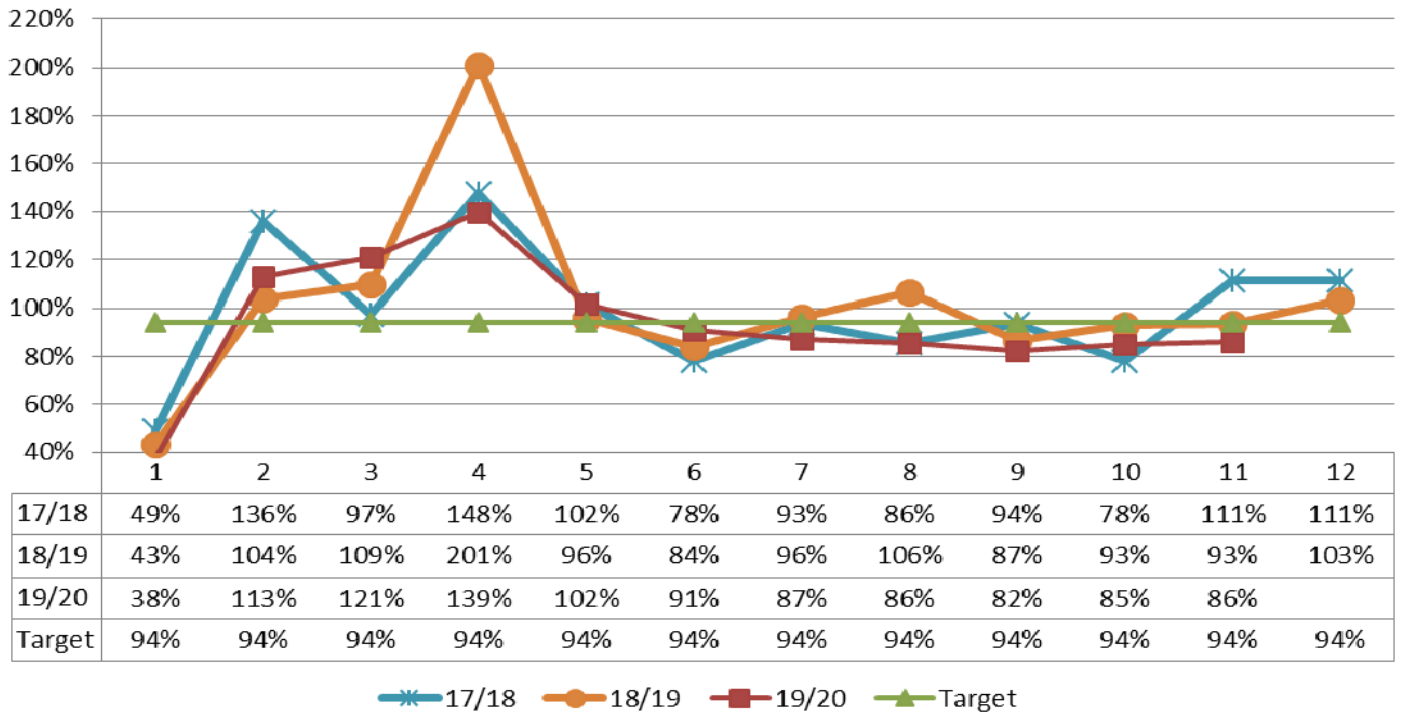
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M11 May

Description	NT Code	Budget Year 2019/20									Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr			
R thousands												
Debtors Age Analysis By Income Source												
Water	1200	10 146	2 639	1 563	1 646	1 410	1 123	6 918	43 391	68 835	54 487	
Electricity	1300	19 941	1 678	599	524	196	167	1 010	3 760	27 874	5 656	
Property Rates	1400	4 409	508	352	285	258	239	4 104	14 424	24 580	19 310	
Waste Water Management	1500	5 678	1 206	952	778	738	715	3 849	21 605	35 522	27 686	
Waste Management	1600	6 312	1 308	1 076	843	790	741	3 881	22 803	37 754	29 058	
Property Rental Debtors	1700	97	14	14	13	12	12	74	833	1 069	944	
Interest on Arrear Accounts	1810	1 265	49	73	92	110	122	1 604	35 335	38 650	37 263	
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-	
Other	1900	(4 080)	39	84	28	41	31	197	1 130	(2 529)	1 429	
Total By Income Source	2000	43 768	7 441	4 713	4 209	3 555	3 151	21 637	143 281	231 755	175 832	
2019/20 - totals only												
Debtors Age Analysis By Customer Group												
Organs of State	2200	1 245	1 043	534	286	175	157	2 262	6 169	11 872	9 050	
Commercial	2300	16 912	878	384	375	194	148	1 964	8 044	28 900	10 725	
Households	2400	25 242	5 348	3 565	3 367	2 998	2 677	16 397	125 839	185 431	151 277	
Other	2500	369	172	230	182	189	168	1 013	3 229	5 552	4 781	
Total By Customer Group	2600	43 768	7 441	4 713	4 209	3 555	3 151	21 637	143 281	231 755	175 832	

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

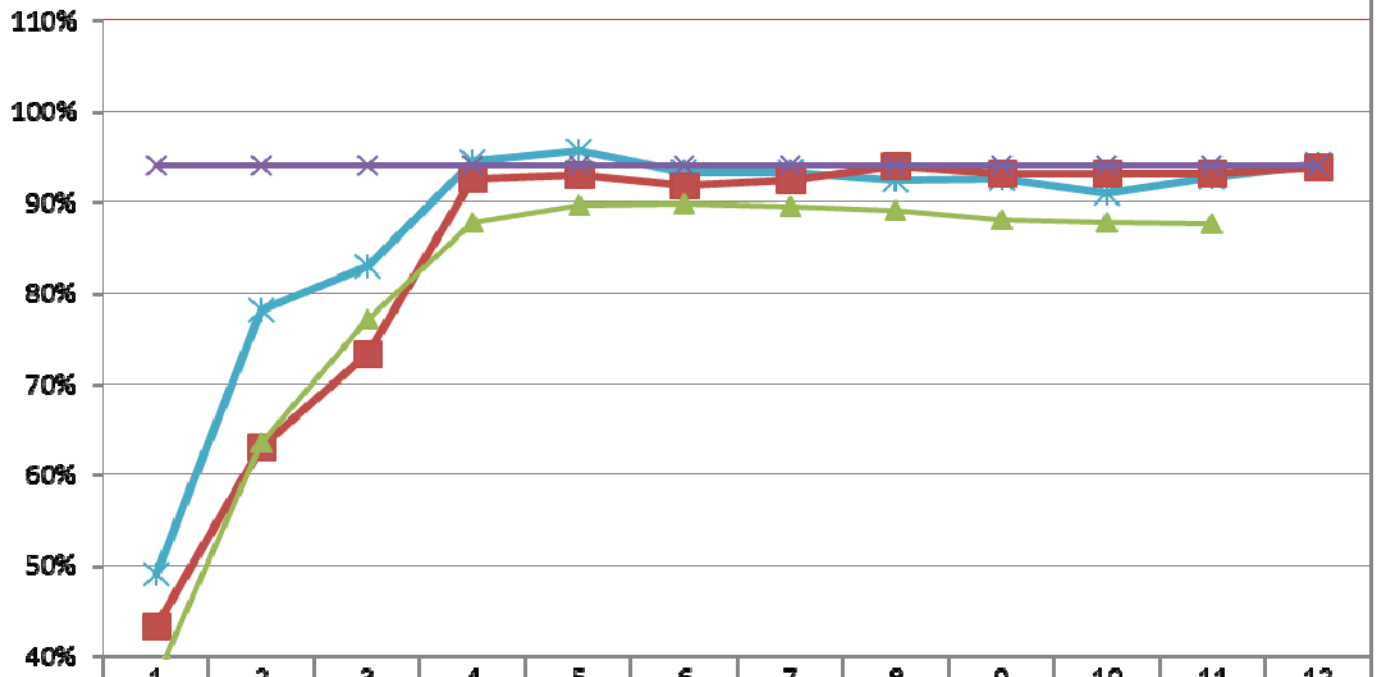
Debtor Collection Rate per Month



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 May 2020 amounts to 86% in comparison to the previous year 93%.

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 Mei 2020 86% beloop in vergelyking met die vorige jaar 93%.

Accumulative Collection Rate



	1	2	3	4	5	6	7	8	9	10	11	12
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%
19/20	38%	64%	77%	88%	90%	90%	90%	89%	88%	88%	88%	
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 88%.

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 88% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M11 May

Description	NT Code	Budget Year 2019/20								Total
		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	
R thousands										
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	252	-	-	-	-	-	-	-	252
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	252	-	-	-	-	-	-	-	252

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M11 May

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	10 Months	-	08/06/2020	-		-	-	20 000
Standard Bank	-	-	-	-		-	-	-
FNB	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	20 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M11 May

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	244	88 799	89 026	(226)	-0,3%	97 119
Equitable Share	92 850	92 850	-	85 782	85 113	670	0,8%	92 850
Local Government Financial Management Grant [Schedule 5B]	1 400	1 400	34	996	1 283	(287)	-22,4%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	2 269	2 269	209	2 021	2 080	(59)	-2,8%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	550	(550)	-100,0%	600
Provincial Government:	40 573	39 073	-	20 281	35 817	(15 536)	-43,4%	39 073
Housing	29 000	29 000	-	15 729	26 583	(10 854)	-40,8%	29 000
Financial Management	330	330	-	-	303	(303)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	917	(917)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	7 461	(2 909)	-39,0%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	348	(348)	-100,0%	380
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	205	(205)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	-	-	-	775
<i>Belguim Grant</i>	250	250	-	-	-	-	-	250
<i>Table Mountain Fund</i>	525	525	-	-	-	-	-	525
Total Operating Transfers and Grants	138 467	136 967	244	109 080	124 843	(15 763)	-12,6%	136 967
National Government:	41 984	40 267	-	1	36 911	(36 911)	-400,0%	40 267
Municipal Infrastructure Grant (MIG)	18 966	18 966	-	1	17 386	(17 385)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	-	-	13 946	(13 946)	-100,0%	15 214
Integrated National Electrification Programme (Municipal)	2 609	2 609	-	-	2 391	(2 391)	-100,0%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	3 188	(3 188)	-100,0%	3 478
Provincial Government:	1 694	1 694	-	-	1 553	(1 553)	-100,0%	972
<i>Main Roads</i>	972	972	-	-	891	(891)	-100,0%	972
<i>Fire Service Capacity Building Grant</i>	722	722	-	-	662	(662)	-100,0%	972
Total Capital Transfers and Grants	43 678	41 961	-	1	38 464	(38 463)	-100,0%	41 239
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	244	109 081	163 307	(54 226)	-33,2%	178 206

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M11 May

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	244	88 799	89 026	(226)	-0,3%	97 119
Equitable Share	92 850	92 850	-	85 782	85 113	670	0,8%	92 850
Local Government Financial Management Grant [1 400	1 400	34	996	1 283	(287)	-22,4%	1 400
Expanded Public Works Programme Integrated Gr	2 269	2 269	209	2 021	2 080	(59)	-2,8%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	550	(550)	-100,0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-
Provincial Government:	40 573	39 073	-	20 281	35 817	(15 536)	-43,4%	38 693
Housing	29 000	29 000	-	15 729	26 583	(10 854)	-40,8%	29 000
Financial Management	330	330	-	-	303	(303)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	917	(917)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	7 461	(2 909)	-39,0%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	348	(348)	-100,0%	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	205	(205)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	-	-	-	1 024
Belguim Grant	250	250	-	-	-	-	-	775
Table Mountain Fund	525	525	-	-	-	-	-	250
Total operating expenditure of Transfers and Grant	138 467	136 967	244	109 080	124 843	(15 763)	-12,6%	136 837
Capital expenditure of Transfers and Grants								
National Government:	41 984	40 267	-	1	36 911	(36 911)	-100,0%	40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	-	1	17 386	(17 385)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	-	-	13 946	(13 946)	-100,00%	15 214
Integrated National Electrification Programme (Mu	2 609	2 609	-	-	2 391	(2 391)	-100,00%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	3 188	(3 188)	-100,00%	3 478
Provincial Government:	1 694	1 694	-	-	1 553	(1 553)	-100,0%	-
Housing	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-
Main Roads	972	972	-	-	891	(891)	-	-
Fire Service Capacity Building Grant	722	722	-	-	662	(662)	-	-
Other grant providers:	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	43 678	41 961	-	1	38 464	(38 463)	-100,0%	40 267
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	182 145	178 928	244	109 081	163 307	(54 226)	-33,2%	177 103

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M11 May

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C					%	D
R thousands								
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	605	6 671	7 070	(400)	-6%	7 718
Pension and UIF Contributions	1 137	1 137	88	969	522	447	86%	1 137
Medical Aid Contributions	227	227	20	196	117	79	67%	227
Motor Vehicle Allowance	741	741	-	-	-	-	-	741
Cellphone Allowance	1 094	1 094	78	860	1 003	(142)	-14%	1 094
Housing Allowances	487	487	3	38	467	(429)	-92%	487
Other benefits and allowances	54	54	-	-	-	-	-	54
Sub Total - Councillors	11 459	11 459	794	8 734	9 179	(445)	-5%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	248	2 720	3 174	(455)	-14%	3 809
Pension and UIF Contributions	783	783	18	185	653	(467)	-72%	783
Medical Aid Contributions	135	135	4	58	112	(55)	-49%	135
Overtime	-	-	-	-	-	-	-	-
Performance Bonus	891	891	47	453	742	(290)	-39%	891
Motor Vehicle Allowance	1 052	1 052	68	747	877	(130)	-15%	1 052
Cellphone Allowance	71	86	2	34	72	(38)	-52%	86
Housing Allowances	154	154	-	-	128	(128)	-100%	154
Other benefits and allowances	115	115	9	109	96	13	14%	115
Payments in lieu of leave	-	-	-	-	-	-	-	-
Long service awards	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	-	-	-	-	-	-	-	-
Sub Total - Senior Managers	7 010	7 025	397	4 305	5 854	(1 549)	-26%	7 025
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 060	103 682	97 106	6 575	7%	116 528
Pension and UIF Contributions	17 544	17 547	1 427	15 775	14 623	1 152	8%	17 547
Medical Aid Contributions	7 793	7 793	704	7 371	6 494	877	14%	7 793
Overtime	12 733	12 733	1 606	15 601	10 611	4 990	47%	12 733
Performance Bonus	8 186	8 186	708	7 894	6 822	1 072	16%	8 186
Motor Vehicle Allowance	4 497	4 497	428	4 768	3 748	1 021	27%	4 497
Cellphone Allowance	405	405	43	463	337	126	37%	405
Housing Allowances	1 649	1 649	130	1 415	1 374	41	3%	1 649
Other benefits and allowances	4 318	4 322	363	3 856	3 601	255	7%	4 322
Payments in lieu of leave	889	889	1 007	8 448	741	7 707	1040%	889
Long service awards	436	436	141	1 556	363	1 193	329%	436
Post-retirement benefit obligations	11 376	26 376	606	6 663	21 980	(15 317)	-70%	26 376
Sub Total - Other Municipal Staff	185 514	201 360	16 223	177 491	167 800	9 691	6%	201 360
TOTAL SALARY, ALLOWANCES &	203 983	219 844	17 413	190 531	182 833	7 697	4%	219 844
% increase								
TOTAL MANAGERS AND STAFF	192 524	208 385	16 619	181 796	173 654	8 142	5%	208 385

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 - M11 May

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
R thousands	1												
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687	4 138	3 015	3 697	(1 137)
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265	32 690	28 361	28 059	(26 155)
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666	3 191	2 326	2 143	12 063
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600	1 867	1 284	1 299	(2 806)
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680	2 176	1 230	1 415	1 538
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		240	284	382	381	281	231	553	473	324	-	(0)	1 950
Interest earned - external investments		434	623	77	700	638	728	23	1 143	404	420	337	2 675
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	2 227
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		208	288	300	395	239	177	398	315	294	0	-	2 301
Licences and permits		308	8	1 318	162	176	704	206	580	532	-	(12)	(327)
Agency services		-	-	-	-	-	-	-	-	-	-	-	4 878
Transfer receipts - operating		47 994	5 605	-	3 042	10 946	25 708	4 064	689	27 111	4 653	380	(14 220)
Other revenue		145	331	344	461	433	376	1 691	1 064	1 983	12	21	3 722
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	59 195	37 939	31 161	74 710	41 302	37 338	(13 292)
Other Cash Flows by Source													
Transfer receipts - capital		14 003	-	-	-	3 474	10 000	-	-	24 224	1 670	-	6 459
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83	(145)	(119)	(44)	409
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	69 189	37 693	31 244	98 789	42 853	37 295	(6 424)
Cash Payments by Type													
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757	13 981	13 895	14 045	(2 234)
Remuneration of councillors		909	910	899	906	906	906	897	918	906	907	908	738
Interest paid		-	-	-	-	-	46	-	-	-	-	-	1 050
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913	20 414	24 278	20 500	(27 883)
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697	2 773	1 679	564	(1 360)
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434	4 096	1 634	3 132	18 051
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500	1 877	263	119	8 320	(4 437)	4 210	(15 171)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311	5 413	2 338	2 067	2 762
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	46 366	35 027	44 149	55 903	40 293	45 426	(24 046)
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932	2 464	1 815	1 206	60 941
Repayment of borrowing		-	-	22	-	-	-	(2)	-	-	-	-	2 980
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008	1 241	1 130	1 369	(1 731)
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	52 834	36 905	47 088	59 608	43 239	48 001	38 144
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	16 355	788	(15 844)	39 181	(386)	(10 706)	(44 569)
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 312	132 606
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 312	132 606	88 037

3.2 SUPPLY CHAIN MANAGEMENT

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/42	Leasing of office space to Witzenberg Municipality in Ceres (Re-advertisement)	21-Apr-2020*
08/2/17/71	Appointment of Professional service provider for the research of land and submission of an environmental Basic Assessment Report (BAR) for the establishment of a regional cemetery	14-Apr-2020*
08/2/17/74	Supply of Remote Metering (AMR)	27-Mar-2020*
08/2/17/76	Rendering of Legal services for the transfer of municipal rental houses in Witzenberg	29-Jun-2020
08/2/17/81	Appointment of a service provider for Prepaid vending services	26-Jun-2020
08/2/17/82	Leasing of Office Space to Witzenberg Municipality in Ceres for credit control	26-Jun-2020
08/2/17/86	Short term Insurance (1 year contract)	12-Jun-2020
08/2/17/87	Supply, printing and emailing of municipal accounts for Witzenberg Municipality	29-Jun-2020

* All bids in the advertisement stage during the lockdown period were postponed.

* Alle tenders in die adverteringsfase gedurende die inperkings tyd is uitgestel.

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

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

3.2.1.2 Evaluation stage:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evaluering fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019	06-Dec-2019 15-Jan-2020 Referred back	C Wessels
08/2/17/18	Road markings in the Witzenberg municipal area	25-Feb-2020	04-Mar-2020 Referred back	E Lintnaar
08/2/17/25	Supply and servicing of Portable chemical toilets and emptying of septic tanks in the Witzenberg area	03-Mar-2020	25-Mar-2020	N Jacobs
08/2/17/47	Supply, delivery and installation of a self-contained breathing apparatus filling station	19-Feb-2020	26-Feb-2020	A Lamprecht-Vertue
08/2/17/55	Supply and delivery of Traffic Uniforms	26-Mar-2020	Awaiting	M Green

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BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020	26-Mar-2020	D Greeff
08/2/17/61	Supply and delivery of 10 Tailormade business containers	20-Mar-2020	12-May-2020	R Fick
08/2/17/62	Supply, delivery & installation of palisade fencing & 2 palisade gates for municipal property	25-Mar-2020	14-May-2020	R Fick
08/2/17/63	Paving at Skoonvlei site in Bella Vista, Ceres	20-Mar-2020	13-May-2020	R Fick
08/2/17/66	Non-Motorised Transport (NMT) facilities and Stormwater maintenance in Ceres	05-Mar-2020	23-Mar-2020 Referred back	E Lintnaar
08/2/17/68	Translation services from English to Afrikaans and vice versa for Witzenberg Municipality	06-Mar-2020	Awaiting	R Hendricks
08/2/17/69	Printing, supply and delivery of a Corporate Newsletter to Witzenberg Municipality	04-Mar-2020	11-Mar-2020	R Hendricks
08/2/17/70	Construction of a public refuse drop-off facility, Wolseley	28-Feb-2020	10-Mar-2020 17-Mar-2020 30-Mar-2020	J Jacobs

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/57	Appointment of Structural engineer for Structural alterations at Ceres Town Hall	07-Feb-2020	11-Feb-2020 09-Mar-2020 30-Mar-2020	H Truter
08/2/17/65	Painting of external surfaces at Pine Valley Community Hall Wolseley	20-Feb-2020	04-Mar-2020	H Truter
08/2/17/73	Supply, delivery and offloading of Lime and Calcium Hypochlorite	11-Mar-2020	17-Apr-2020	M Frieslaar N Jacobs
08/2/17/75	Supply and delivery of pavers	18-Feb-2020	04-Mar-2020	E Lintnaar
08/2/17/78	Supply of Prepayment Electricity meters	05-Mar-2020	19-Mar-2020	D Greeff
08/2/17/85	Supply, delivery and installation of building signage	18-Mar-2020	23-Mar-2020	R Hendricks
08/2/17/89	Servicing of Portable chemical toilets in the Witzenberg area (3 months)	10-Mar-2020	24-Mar-2020	N Jacobs

3.2.1.3 Adjudication stage

The following competitives bid are currently in the adjudication stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019	19-Feb-2020	31-Mar-2020
08/2/17/29	Supply, delivery and installation of a Prefabricated building at the Ceres testing station	14-Feb-2020	25-Mar-2020	31-Mar-2020 Referred back
08/2/17/41	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	04-Dec-2019	18-Feb-2020	31-Mar-2020
08/2/17/46	Supply and delivery of a Fire truck equipped with medium size firefighting pumping apparatus with associated equipment to the Witzenberg municipality	11-Feb-2020	25-Mar-2020	31-Mar-2020
08/2/17/52	Rebuilding of the John Steyn library in Ceres	27-Feb-2020	25-Mar-2020	31-Mar-2020

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

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

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

3.2.1.4 Tenders toegeken

No bid was awarded by the Accounting Officer during the month of May 2020.

3.2.1.4 Tenders awarded

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende Mei 2020 nie.

No competitive bid were awarded by the Bid Adjudication Committee during the month of May2020.

Geen mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Mei 2020 nie.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

No formal written price quotation or competitive bid was cancelled during the month of May 2020.

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Geen formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Mei 2020 nie.

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/09	31-Mar-2020	Radio Frequency Identification (RFID) for wheelie bins	No responsive bids received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

No written price quotations were approved during the month of May 2020.

3.2.1.7 Formal Written Price Quotations

No formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of May 2020.

3.2.1.8 Appeals

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

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende Mei 2020 nie.

3.2.1.7 Formele Geskrewe Prys Kwotasies

Geen formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Mei 2020 nie.

3.2.1.8 Appelle

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		
08/2/17/40	Ceres Sportsfields concrete stands (re-advertisement)	03 Mar 2020	Gem Con (Pty) Ltd	Reason for non-compliance	Appeal was dismissed by the Accounting Officer	Accounting Officer

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of May 2020 which totals R 240 387.50:

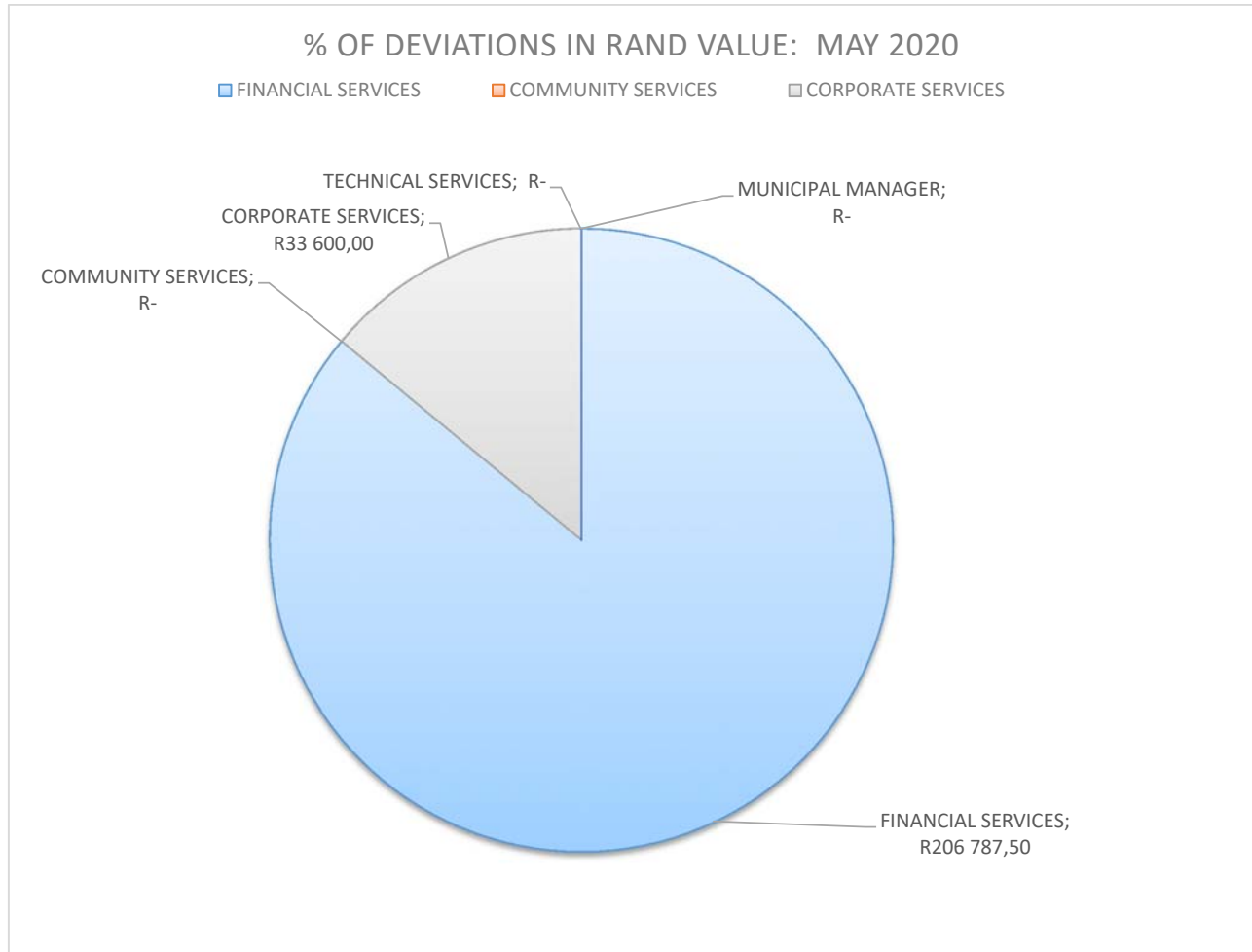
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Mei 2020 wat beloop op die totaal van R 240 387.50:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
18-May-20	Witzenberg Herald	Publish notice: Budget 2020/21	Single supplier	164617	33,600.00
18-May-20	Fire 24/7	Supply and delivery of Hazmat suits: Covid 19 pandemic	Emergency	164664	52,840.00
19-May-20	Robfair Investments	Supply and delivery of Digital thermometers: Covid 19 pandemic	Emergency	164626	89,950.00
28-Apr-20	Boland Promotions	Supply and Delivery of washable face masks with filter lining	Emergency	164518	63,997.50

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
March 2020	R 539 836.04	R14 117 907.69	3.82%
April 2020	R 90 104.37	R5 685 411.15	1.58%
May 2020	R 240 387.50	R9 275 463.33	2.59%

DEVIATIONS PER DIRECTORATE



Logistics

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

Logistieke

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

MONTH	March 2020	April 2020	May 2020
Value of inventory at hand	R 11 065 469	R 10 840 267	R 11 112 106.54
Turnover rate of total value of inventory	1.23	1.16	1.07
Date of latest stores reconciliation	31 May 2020		
Date of last stock count	05 Dec 2019		
Date of next stock count	26 June 2020		

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of April 2020

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature : 

Date: 



Monthly Budget Statement Report Section 71 for June 2020

**Financial data is in respect of the period
1 July 2019 to 30 June 2020**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;*
- (b) actual borrowings;*
- (c) actual expenditure, per vote;*
- (d) actual capital expenditure, per vote;*
- (e) the amount of any allocations received;*
- (f) actual expenditure on those allocations, excluding expenditure on—*
 - (i) its share of the local government equitable share; and*
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and*
 - (g) when necessary, an explanation of—*
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;*
 - (ii) any material variances from the service delivery and budget implementation plan; and*
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.*

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and*
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).*

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
 - (g) wanneer dit nodig is, 'n verduideliking van—*
 - (i) enige wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesentliche afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / inability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in excess of R 11.8 million.

The monthly billing was also done as scheduled and during this process 17 199 accounts amounting to R 31.5 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 5 million.

The indigent cost to the municipality for the month amounts to R 1.6 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 88%.

The municipality issued orders to the value of R 19.2 million of which R 570 000 was in terms of deviations.

The municipality currently has R 131 million in its primary bank account with no investments.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of June 2020 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R 11.8 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 17 199 rekeninge ten bedrae van R 31.5 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 5 miljoen.

Die deernis subsidies vir die maand beloop R 1.6 miljoen.

Die opgehoopde debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 88%

Bestellings ter waarde van R 19.2 miljoen uitgereik, waarvan R 570 000 ten opsigte van afwykings is.

Die munisipaliteit het R 131 miljoen in die primêre bankrekening en geen beleggings nie.

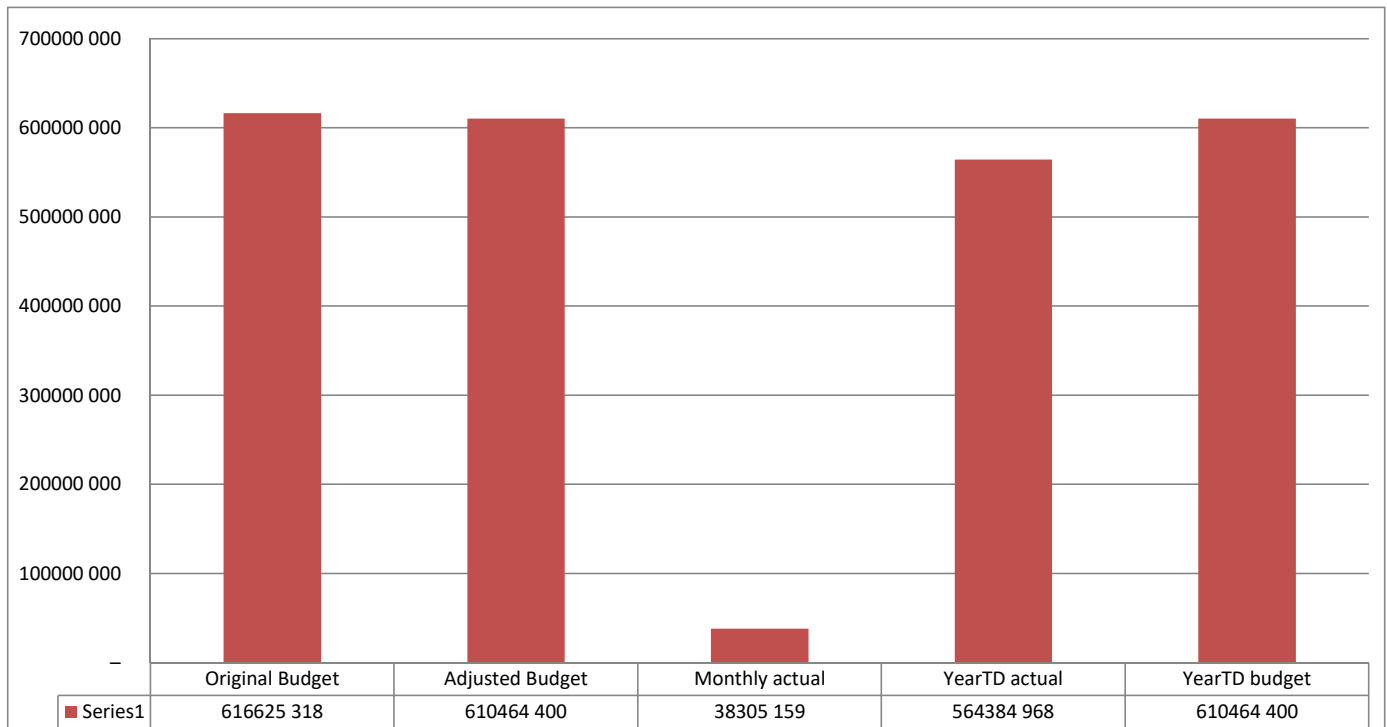
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Junie 2020 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 30 June 2020, 92.45% of the budgeted operational revenue was raised.

In terms of Billable Services 100.6% of the budgeted operational revenue was raised.

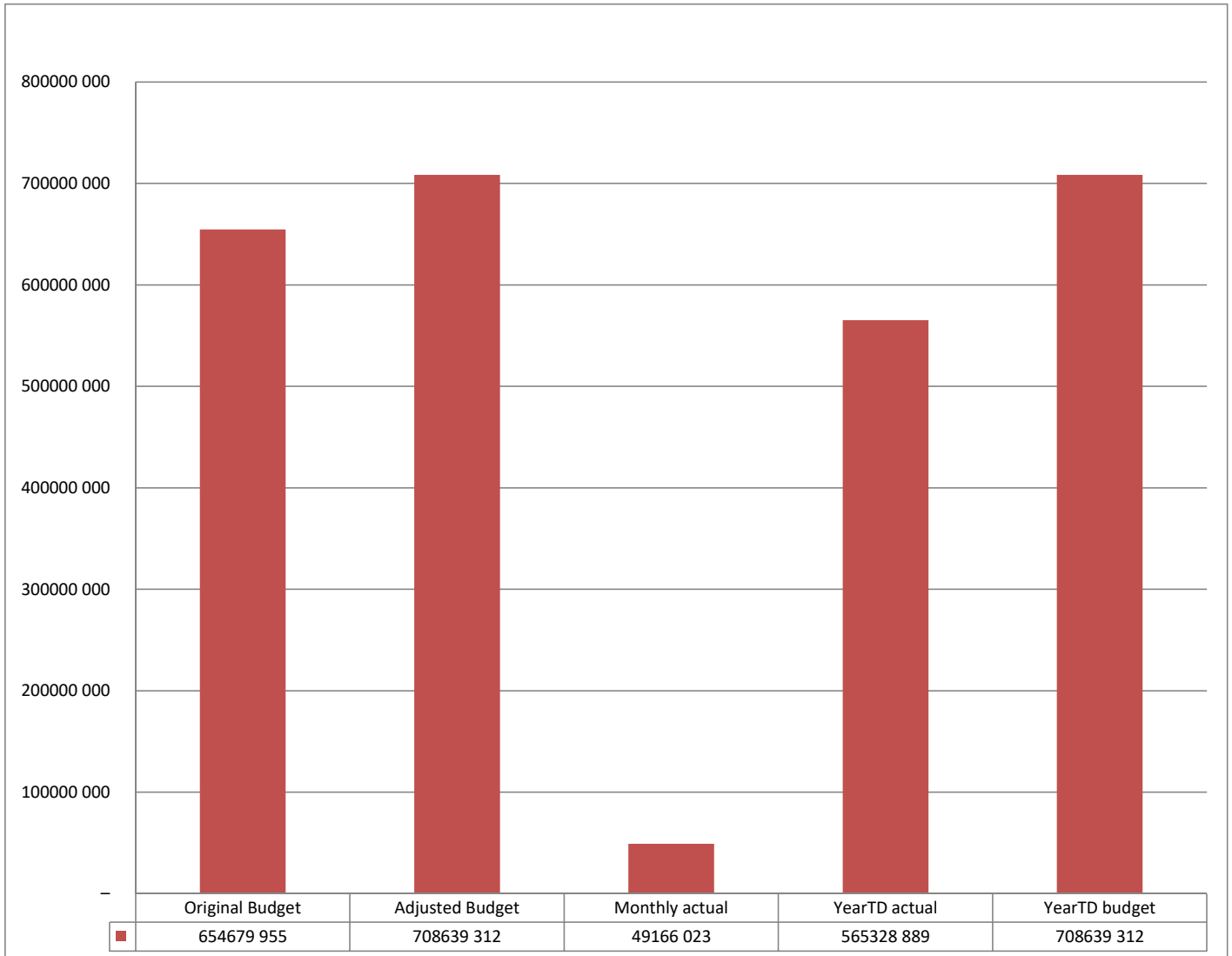
Assets must still be capitalized which will affect the transfers and subsidies on the revenue side. Fines will be recognised as part of the year-end procedures

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 92.45% van die begrote operasionele inkomste gehê.

In terme van gehêde dienste is 100.6% van die begrote operasionele inkomste gehê.

Die kapitalisering van bates is steeds uitstaande wat 'n impak op die Oordragte en Subsidies aan die Inkomste kant sal hê. Inkomste vanaf Boetes word as deel van die jaareind prosedures erken.

TOTAL OPERATIONAL EXPENDITURE



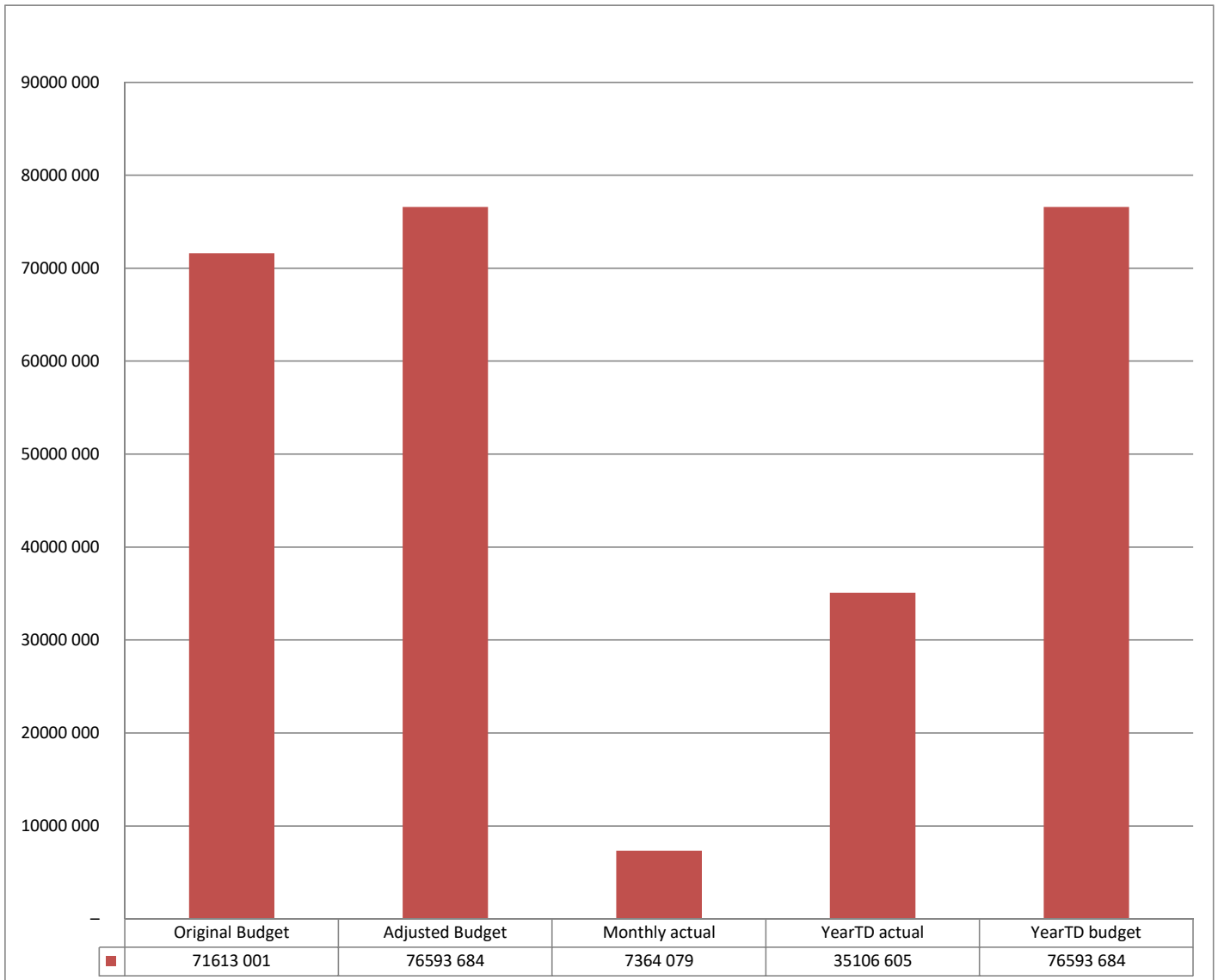
For the period 1 July 2019 to 30 June 2020, 79.78% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 79.78% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

Expenditure excluding gains and losses amounts to 86%.

Besteding uitgesluit winste en verliese is 86%.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 45.83% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 tot 30 Junie 2020, is 45.83% van die begrote kapitale uitgawes aangegaan.

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 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M12 June

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	3 597	73 497	72 282	1 216	2%	72 282
Service charges	305 199	346 953	342 173	30 628	345 248	342 173	3 075	1%	340 789
Investment revenue	8 551	8 695	8 695	1 670	7 307	8 695	(1 388)	-16%	8 695
Transfers recognised - operational	87 675	138 467	139 123	561	109 641	139 123	(29 482)	-21%	139 123
Other own revenue	47 568	50 229	48 191	1 849	28 691	48 191	(19 500)	-40%	48 191
transfers and contributions)	518 771	616 625	610 464	38 305	564 385	610 464	(46 079)	-8%	609 080
Employee costs	9 458	192 524	218 385	16 364	198 229	218 385	(20 156)	-9%	218 385
Remuneration of Councillors	9 458	11 459	11 459	1 168	9 902	11 459	(1 557)	-14%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	45 590	(31 572)	-69%	45 590
Finance charges	8 409	8 840	8 724	39	448	8 724	(8 276)	-95%	8 724
Materials and bulk purchases	204 338	246 787	243 816	20 224	210 704	243 816	(33 112)	-14%	243 816
Transfers and grants	10 019	30 962	30 854	607	25 052	30 854	(5 803)	-19%	30 854
Other expenditure	260 583	118 518	149 811	10 764	106 976	149 811	(42 835)	-29%	149 811
Total Expenditure	532 678	654 680	708 639	49 166	565 329	708 639	(143 310)	-20%	708 639
Surplus/(Deficit)	(13 907)	(38 055)	(98 175)	(10 861)	(944)	(98 175)	97 231	-99%	(99 559)
Transfers recognised - capital	70 437	44 178	49 798	-	1	49 798	(49 797)	-100%	49 798
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-98%	(49 761)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-98%	(49 761)
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594
Capital transfers recognised	54 177	45 678	46 657	4 115	13 494	46 657	(33 164)	-71%	46 657
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	3 043	-	-	3 043	(3 043)	-100%	3 043
Internally generated funds	32 479	25 935	26 893	3 249	21 613	26 893	(5 280)	-20%	26 893
Total sources of capital funds	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594
Financial position									
Total current assets	184 006	156 835	154 149		282 386				154 149
Total non current assets	965 651	978 519	1 000 758		986 742				1 000 758
Total current liabilities	91 237	115 487	118 841		203 940				118 841
Total non current liabilities	156 015	155 245	160 034		163 736				160 034
Community wealth/Equity	902 405	864 621	876 032		901 452				876 032
Cash flows									
Net cash from (used) operating	81 900	70 001	46 722	3 825	73 100	46 722	26 378	56%	46 722
Net cash from (used) investing	(83 389)	(71 613)	(76 434)	(5 906)	(36 418)	(76 434)	40 015	-52%	(76 434)
Net cash from (used) financing	(1 745)	(500)	-	(130)	(559)	-	(559)		(559)
end	94 272	89 164	64 560	-	130 395	64 560	65 834	102%	64 560
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	40 829	7 173	5 727	4 289	3 906	3 437	21 764	145 092	232 217
Creditors Age Analysis									
Total Creditors	4 759	233	-	-	-	-	-	-	4 992

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) - M12 June

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	88 978	95 002	101 280	6 437	90 624	101 280	(10 656)	-11%	101 276
Executive and council	-	-	4	3	27	4	23	578%	0
Finance and administration	88 978	95 002	101 276	6 434	90 597	101 276	(10 679)	-11%	101 276
Internal audit	-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>	112 056	156 525	166 475	444	115 759	166 475	(50 716)	-30%	166 475
Community and social services	96 371	105 912	115 187	243	93 173	115 187	(22 013)	-19%	115 187
Sport and recreation	6 826	20 394	21 064	200	6 777	21 064	(14 287)	-68%	21 064
Public safety	3	728	729	1	5	729	(723)	-99%	729
Housing	8 855	29 492	29 495	-	15 803	29 495	(13 692)	-46%	29 495
<i>Economic and environmental services</i>	40 066	34 264	37 210	858	5 708	37 210	(31 502)	-85%	37 210
Planning and development	1 791	3 669	5 167	190	1 222	5 167	(3 944)	-76%	5 167
Road transport	38 187	30 057	31 346	668	4 485	31 346	(26 861)	-86%	31 346
Environmental protection	88	538	698	-	1	698	(697)	-100%	698
<i>Trading services</i>	346 951	374 903	374 070	30 566	352 201	374 070	(21 869)	-6%	374 070
Energy sources	226 478	267 273	262 561	22 706	253 134	262 561	(9 427)	-4%	262 561
Water management	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Waste water management	45 431	26 404	29 297	1 912	27 134	29 297	(2 163)	-7%	29 297
Waste management	25 388	25 206	27 085	2 364	27 873	27 085	789	3%	27 085
Total Revenue - Functional	588 051	660 803	679 144	38 305	564 386	679 144	(114 759)	-17%	679 140
Expenditure - Functional									
<i>Governance and administration</i>	76 011	120 995	160 965	9 732	116 759	160 965	(44 205)	-27%	160 965
Executive and council	22 343	28 588	26 600	1 970	21 529	26 600	(5 071)	-19%	26 600
Finance and administration	51 368	90 177	132 163	7 583	92 790	132 163	(39 373)	-30%	132 163
Internal audit	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
<i>Community and public safety</i>	71 893	99 678	98 059	5 185	82 705	98 059	(15 354)	-16%	98 059
Community and social services	23 633	26 589	26 869	1 867	23 208	26 869	(3 661)	-14%	26 869
Sport and recreation	25 297	28 548	27 751	1 669	23 777	27 751	(3 973)	-14%	27 751
Public safety	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
Housing	12 954	35 126	34 015	989	28 214	34 015	(5 801)	-17%	34 015
<i>Economic and environmental services</i>	59 435	69 890	76 718	4 625	50 154	76 718	(26 564)	-35%	76 718
Planning and development	9 030	11 868	11 497	934	9 572	11 497	(1 925)	-17%	11 497
Road transport	49 753	55 632	62 682	3 656	39 607	62 682	(23 075)	-37%	62 682
Environmental protection	651	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
<i>Trading services</i>	323 358	363 203	390 866	29 598	314 828	390 866	(76 038)	-19%	390 866
Energy sources	208 229	260 127	264 546	20 746	220 276	264 546	(44 270)	-17%	264 546
Water management	37 704	28 971	39 163	3 062	31 952	39 163	(7 211)	-18%	39 163
Waste water management	33 065	31 759	37 887	2 815	29 295	37 887	(8 591)	-23%	37 887
Waste management	44 361	42 346	49 271	2 974	33 305	49 271	(15 966)	-32%	49 271
<i>Other</i>	824	914	914	26	882	914	(31)	-3%	914
Total Expenditure - Functional	531 521	654 680	727 521	49 166	565 329	727 521	(162 192)	-22%	727 521
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434		(48 381)

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) - M12 June

Description	2018/19	Budget Year 2019/20						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
<i>Municipal governance and administration</i>	88 978	95 002	101 280	6 437	90 624	101 280	(10 656)	-11%	101 276
Executive and council	-	-	4	3	27	4	23	578%	0
<i>Mayor and Council</i>	-	-	0	3	27	0	27	117726%	0
Finance and administration	88 978	95 002	101 276	6 434	90 597	101 276	(10 679)	-11%	101 276
<i>Administrative and Corporate Support</i>	1	9	3 152	-	-	3 152	(3 152)	-100%	3 152
<i>Finance</i>	88 406	94 446	97 471	6 350	90 227	97 471	(7 244)	-7%	97 471
<i>Human Resources</i>	499	526	526	78	313	526	(213)	-40%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	20	4	104	-	-	104	(104)	-100%	104
<i>Supply Chain Management</i>	52	17	18	6	56	18	39	219%	18
Community and public safety	112 056	156 525	166 475	444	115 759	166 475	(50 716)	-30%	166 475
Community and social services	96 371	105 912	115 187	243	93 173	115 187	(22 013)	-19%	115 187
<i>Aged Care</i>	86 628	95 119	103 708	226	88 029	103 708	(15 679)	-15%	103 708
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	224	222	271	17	176	271	(95)	-35%	271
<i>Community Halls and Facilities</i>	495	863	839	1	357	839	(482)	-57%	839
<i>Libraries and Archives</i>	9 024	9 707	10 368	-	4 611	10 368	(5 757)	-56%	10 368
Sport and recreation	6 826	20 394	21 064	200	6 777	21 064	(14 287)	-68%	21 064
<i>Recreational Facilities</i>	6 456	7 299	7 601	200	6 730	7 601	(871)	-11%	7 601
<i>Sports Grounds and Stadiums</i>	371	13 095	12 839	-	47	12 839	(12 792)	-100%	12 839

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Public safety	3	728	729	1	5	729	(723)	-99%	729
<i>Fire Fighting and Protection</i>	3	728	729	1	5	729	(723)	-99%	729
Housing	8 855	29 492	29 495	–	15 803	29 495	(13 692)	-46%	29 495
<i>Housing</i>	8 855	29 492	29 495	–	15 803	29 495	(13 692)	-46%	29 495
<i>Economic and environmental services</i>	40 066	34 264	37 210	858	5 708	37 210	(31 502)	-85%	37 210
Planning and development	1 791	3 669	5 167	190	1 222	5 167	(3 944)	-76%	5 167
<i>Economic Development/Planning</i>	388	250	1 715	–	–	1 715	(1 715)	-100%	1 715
<i>Town Planning, Building Regulations and Enforcemen</i>	1 404	2 793	2 814	190	1 222	2 814	(1 592)	-57%	2 814
<i>Project Management Unit</i>	–	626	626	–	–	626	(626)	-100%	626
Road transport	38 187	30 057	31 346	668	4 485	31 346	(26 861)	-86%	31 346
<i>Police Forces, Traffic and Street Parking Control</i>	20 076	23 720	23 845	668	4 485	23 845	(19 360)	-81%	23 845
<i>Roads</i>	18 111	6 337	7 501	–	–	7 501	(7 501)	-100%	7 501
Environmental protection	88	538	698	–	1	698	(697)	-100%	698
<i>Biodiversity and Landscape</i>	88	538	698	–	1	698	(697)	-100%	698
<i>Trading services</i>	346 951	374 903	374 070	30 566	352 201	374 070	(21 869)	-6%	374 070
Energy sources	226 478	267 273	262 561	22 706	253 134	262 561	(9 427)	-4%	262 561
<i>Electricity</i>	225 770	266 452	261 739	22 706	253 134	261 739	(8 604)	-3%	261 739
<i>Street Lighting and Signal Systems</i>	708	821	823	–	–	823	(823)	-100%	823
Water management	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
<i>Water Distribution</i>	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Waste water management	45 431	26 404	29 297	1 912	27 134	29 297	(2 163)	-7%	29 297
<i>Sewerage</i>	33 343	23 012	25 894	1 912	27 134	25 894	1 240	5%	25 894
<i>Storm Water Management</i>	12 088	3 391	3 402	–	–	3 402	(3 402)	-100%	3 402
Waste management	25 388	25 206	27 085	2 364	27 873	27 085	789	3%	27 085
<i>Solid Waste Removal</i>	25 388	25 206	27 045	2 364	27 873	27 045	829	3%	27 045
<i>Other</i>	–	109	109	–	93	109	(16)	-15%	109
Licensing and Regulation	–	109	109	–	93	109	(16)	-15%	109
Total Revenue - Functional	588 051	660 803	679 144	38 305	564 386	679 144	(114 759)	-17%	679 140

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June

Description	2018/19	Budget Year 2019/20							Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	
R thousands									
Expenditure - Functional									
Municipal governance and administration	76 011	120 995	160 965	9 732	116 759	160 965	(44 205)	-27%	160 965
Executive and council	22 343	28 588	26 600	1 970	21 529	26 600	(5 071)	-19%	26 600
Mayor and Council	14 838	18 767	16 733	1 429	13 549	16 733	(3 184)	-19%	16 733
Municipal Manager, Town Secretary and Chief Execut	7 505	9 822	9 866	541	7 980	9 866	(1 887)	-19%	9 866
Finance and administration	51 368	90 177	132 163	7 583	92 790	132 163	(39 373)	-30%	132 163
Administrative and Corporate Support	10 401	8 615	16 777	1 492	13 503	16 777	(3 274)	-20%	16 777
Asset Management	100	4 392	4 392	2	156	4 392	(4 237)	-96%	4 392
Budget and Treasury Office	5	-	-	-	-	-	-		-
Finance	26 304	33 713	42 883	2 334	32 947	42 883	(9 936)	-23%	42 883
Fleet Management	2 598	2 796	2 636	283	2 770	2 636	135	5%	2 636
Human Resources	(4 572)	19 972	43 189	2 128	25 403	43 189	(17 786)	-41%	43 189
Information Technology	2 974	3 719	3 719	222	3 602	3 719	(116)	-3%	3 719
Legal Services	2 188	1 780	3 287	148	3 092	3 287	(195)	-6%	3 287
Marketing, Customer Relations, Publicity and Media	3 064	3 630	3 681	307	3 729	3 681	48	1%	3 681
Property Services	1 813	3 489	3 489	48	578	3 489	(2 910)	-83%	3 489
Risk Management	16	421	421	-	-	421	(421)	-100%	421
Supply Chain Management	5 944	5 970	6 468	557	6 660	6 468	193	3%	6 468
Valuation Service	534	1 680	1 221	63	348	1 221	(873)	-72%	1 221
Internal audit	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
Governance Function	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
Community and public safety	71 893	99 678	98 059	5 185	82 705	98 059	(15 354)	-16%	98 059
Community and social services	23 633	26 589	26 869	1 867	23 208	26 869	(3 661)	-14%	26 869
Aged Care	4 533	4 296	4 552	410	4 883	4 552	331	7%	4 552
Cemeteries, Funeral Parlours and Crematoriums	2 903	3 317	3 293	270	2 889	3 293	(403)	-12%	3 293
Child Care Facilities	2	819	823	-	6	823	(817)	-99%	823
Community Halls and Facilities	5 568	6 080	6 087	420	5 010	6 087	(1 077)	-18%	6 087
Disaster Management	55	47	83	11	54	83	(29)	-35%	83
Education	4	705	705	-	2	705	(703)	-100%	705
Libraries and Archives	10 568	11 324	11 325	757	10 364	11 325	(961)	-8%	11 325
Sport and recreation	25 297	28 548	27 751	1 669	23 777	27 751	(3 973)	-14%	27 751
Community Parks (including Nurseries)	6 497	6 763	6 782	641	6 569	6 782	(213)	-3%	6 782
Recreational Facilities	14 318	16 797	15 964	580	12 873	15 964	(3 091)	-19%	15 964
Sports Grounds and Stadiums	4 482	4 988	5 005	448	4 336	5 005	(669)	-13%	5 005
Public safety	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
Fire Fighting and Protection	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
Housing	12 954	35 126	34 015	989	28 214	34 015	(5 801)	-17%	34 015
Housing	12 749	33 431	32 300	957	28 036	32 300	(4 264)	-13%	32 300
Informal Settlements	205	1 695	1 715	32	178	1 715	(1 536)	-90%	1 715

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
<i>Economic and environmental services</i>	59 435	69 890	76 718	4 625	50 154	76 718	(26 564)	-35%	76 718
Planning and development	9 030	11 868	11 497	934	9 572	11 497	(1 925)	-17%	11 497
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 825	2 182	2 097	119	1 508	2 097	(589)	-28%	2 097
<i>Economic Development/Planning</i>	1 570	2 227	2 172	126	1 604	2 172	(568)	-26%	2 172
<i>Town Planning, Building Regulations and Enforcement</i>	4 077	4 920	4 920	525	4 743	4 920	(178)	-4%	4 920
<i>Project Management Unit</i>	1 559	2 538	2 307	164	1 718	2 307	(590)	-26%	2 307
Road transport	49 753	55 632	62 682	3 656	39 607	62 682	(23 075)	-37%	62 682
<i>Police Forces, Traffic and Street Parking Control</i>	25 573	31 101	36 993	1 798	19 871	36 993	(17 122)	-46%	36 993
<i>Roads</i>	24 181	24 531	25 689	1 858	19 736	25 689	(5 953)	-23%	25 689
Environmental protection	651	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
<i>Biodiversity and Landscape</i>	(24)	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
<i>Pollution Control</i>	675	-	-	-	-	-	-	-	-
<i>Trading services</i>	323 358	363 203	390 866	29 598	314 828	390 866	(76 038)	-19%	390 866
Energy sources	208 229	260 127	264 546	20 746	220 276	264 546	(44 270)	-17%	264 546
<i>Electricity</i>	205 241	257 067	261 721	20 399	217 648	261 721	(44 073)	-17%	261 721
<i>Street Lighting and Signal Systems</i>	2 988	3 060	2 825	347	2 628	2 825	(197)	-7%	2 825
Water management	37 704	28 971	39 163	3 062	31 952	39 163	(7 211)	-18%	39 163
<i>Water Treatment</i>	21	1 557	1 557	2	25	1 557	(1 532)	-98%	1 557
<i>Water Distribution</i>	35 159	24 063	33 955	3 035	29 746	33 955	(4 208)	-12%	33 955
<i>Water Storage</i>	2 524	3 351	3 651	25	2 181	3 651	(1 470)	-40%	3 651
Waste water management	33 065	31 759	37 887	2 815	29 295	37 887	(8 591)	-23%	37 887
<i>Public Toilets</i>	1 432	1 710	1 710	119	1 490	1 710	(219)	-13%	1 710
<i>Sewerage</i>	25 120	21 855	27 974	2 068	20 739	27 974	(7 235)	-26%	27 974
<i>Storm Water Management</i>	6 508	5 720	5 720	629	7 063	5 720	1 343	23%	5 720
<i>Waste Water Treatment</i>	5	2 475	2 483	-	2	2 483	(2 481)	-100%	2 483
Waste management	44 361	42 346	49 271	2 974	33 305	49 271	(15 966)	-32%	49 271
<i>Solid Waste Disposal (Landfill Sites)</i>	13 624	16 543	16 407	390	3 599	16 407	(12 808)	-78%	16 407
<i>Solid Waste Removal</i>	28 966	24 478	31 539	2 375	27 791	31 539	(3 748)	-12%	31 539
<i>Street Cleaning</i>	1 771	1 325	1 325	210	1 915	1 325	590	45%	1 325
<i>Other</i>	824	914	914	26	882	914	(31)	-3%	914
Licensing and Regulation	18	60	60	26	28	60	(31)	-52%	60
Tourism	806	854	854	-	854	854	(0)	0%	854
Total Expenditure - Functional	531 521	654 680	727 521	49 166	565 329	727 521	(162 192)	-22%	727 521
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-98%	(48 381)

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) - M12 June

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	94 643	6 241	88 159	94 643	(6 484)	-6,9%	94 643
Vote 2 - Community Services	132 923	181 732	193 154	1 129	120 551	193 154	(72 603)	-37,6%	193 154
Vote 3 - Corporate Services	520	539	3 888	81	340	3 888	(3 548)	-91,3%	3 888
Vote 4 - Technical Services	367 989	385 828	386 181	30 814	354 779	386 181	(31 402)	-8,1%	386 181
Vote 5 - Muncipal Manager	537	1 495	1 278	40	556	1 278	(722)	-56,5%	1 278
Total Revenue by Vote	588 051	660 803	679 144	38 305	564 386	679 144	(114 759)	-16,9%	679 144
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	56 344	2 988	40 498	56 344	(15 846)	-28,1%	56 344
Vote 2 - Community Services	99 562	136 762	141 126	7 157	105 204	141 126	(35 922)	-25,5%	141 126
Vote 3 - Corporate Services	31 442	61 026	90 448	5 796	63 605	90 448	(26 844)	-29,7%	90 448
Vote 4 - Technical Services	355 880	397 201	425 894	32 397	344 005	425 894	(81 889)	-19,2%	425 894
Vote 5 - Muncipal Manager	10 589	12 551	13 710	828	12 017	13 710	(1 692)	-12,3%	13 710
Total Expenditure by Vote	531 521	654 680	727 521	49 166	565 329	727 521	(162 192)	-22,3%	727 521
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-98,1%	(48 377)

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) - M12 June

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	3 597	73 497	72 282	1 216	2%	72 282
Service charges - electricity revenue	221 840	265 119	260 339	22 706	253 275	260 339	(7 064)	-3%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 584	40 311	35 901	4 410	12%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	1 976	25 949	22 085	3 864	17%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 362	25 713	23 849	1 864	8%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	5 567	129	4 336	5 567	(1 231)	-22%	5 567
Interest earned - external investments	8 551	8 695	8 695	1 670	7 307	8 695	(1 388)	-16%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	(2)	10 515	7 891	2 624	33%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	2	49	19 482	(19 433)	-100%	19 482
Licences and permits	1 125	165	165	58	896	165	731	444%	165
Agency services	5 630	5 420	5 420	602	3 624	5 420	(1 797)	-33%	5 420
Transfers recognised - operational	87 675	138 467	139 123	561	109 641	139 123	(29 482)	-21%	139 123
Other revenue	10 219	9 704	9 666	1 060	9 271	9 666	(394)	-4%	9 666
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	610 464	38 305	564 385	610 464	(46 079)	-8%	609 080
Expenditure By Type									
Employee related costs	149 718	192 524	218 385	16 364	198 229	218 385	(20 156)	-9%	218 385
Remuneration of councillors	9 458	11 459	11 459	1 168	9 902	11 459	(1 557)	-14%	11 459
Debt impairment	40 803	33 613	53 513	2 655	34 587	53 513	(18 926)	-35%	53 513
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	45 590	(31 572)	-69%	45 590
Finance charges	8 409	8 840	8 724	39	448	8 724	(8 276)	-95%	8 724
Bulk purchases	188 783	229 196	225 396	18 203	196 438	225 396	(28 958)	-13%	225 396
Other materials	15 554	17 590	18 420	2 022	14 266	18 420	(4 154)	-23%	18 420
Contracted services	41 971	43 731	54 085	5 865	39 389	54 085	(14 696)	-27%	54 085
Transfers and grants	10 019	30 962	30 854	607	25 052	30 854	(5 803)	-19%	30 854
Other expenditure	37 548	41 174	42 214	2 243	33 000	42 214	(9 214)	-22%	42 214
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	708 639	49 166	565 329	708 639	(143 310)	-20%	708 639
Surplus/(Deficit)	(13 907)	(38 055)	(98 175)	(10 861)	(944)	(98 175)	97 231	(0)	(99 559)
Transfers recognised - capital	70 437	44 178	49 798	-	1	49 798	(49 797)	(0)	49 798
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)			(49 761)
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)			(49 761)
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)			(49 761)

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
 External Audit Fees
 Communication
 External Computer Service

Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire 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) - M12 June

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 2 - Community Services	637	3 106	-	-	-	-	-		-
Vote 4 - Technical Services	47 388	33 049	35 467	2 959	14 498	35 467	(20 968)	-59%	35 467
Total Capital Multi-year expenditure	48 025	36 155	35 467	2 959	14 498	35 467	(20 968)	-59%	35 467
Single Year expenditure appropriation									
Vote 1 - Financial Services	675	80	365	172	208	365	(158)	-43%	365
Vote 2 - Community Services	3 394	15 992	17 906	1 244	5 539	17 906	(12 368)	-69%	17 906
Vote 3 - Corporate Services	1 021	3 380	4 013	282	1 850	4 013	(2 162)	-54%	4 013
Vote 4 - Technical Services	33 524	15 950	18 802	2 689	12 978	18 802	(5 824)	-31%	18 802
Vote 5 - Muncipal Manager	18	56	40	19	33	40	(7)	-18%	40
Total Capital single-year expenditure	38 631	35 458	41 127	4 405	20 608	41 127	(20 519)	-50%	41 127
Total Capital Expenditure	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M12 June

Vote Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	1 782	2 700	6 136	214	2 645	6 136	(3 491)	-57%	6 136
Executive and council	388	150	1 889	21	151	1 889	(1 739)	-92%	1 889
Finance and administration	1 394	2 550	4 247	193	2 494	4 247	(1 752)	-41%	4 247
<i>Community and public safety</i>	3 513	18 572	17 664	1 202	5 337	17 664	(12 327)	-70%	17 664
Community and social services	187	4 190	4 119	1	368	4 119	(3 751)	-91%	4 119
Sport and recreation	3 326	13 461	12 669	1 173	4 823	12 669	(7 846)	-62%	12 669
Public safety	-	922	876	28	146	876	(731)	-83%	876
Housing	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	33 399	13 808	13 341	209	7 521	13 341	(5 820)	-44%	13 341
Planning and development	491	26	115	61	70	115	(45)	-39%	115
Road transport	32 908	13 782	13 226	148	7 451	13 226	(5 775)	-44%	13 226
Environmental protection	-	-	-	-	-	-	-	-	-
<i>Trading services</i>	47 963	36 533	39 453	5 739	19 604	39 453	(19 849)	-50%	39 453
Energy sources	11 378	8 700	9 013	2 567	7 918	9 013	(1 095)	-12%	9 013
Water management	12 522	19 581	16 884	757	2 873	16 884	(14 011)	-83%	16 884
Waste water management	22 950	7 241	7 549	1 955	7 096	7 549	(453)	-6%	7 549
Waste management	1 112	1 010	6 006	461	1 716	6 006	(4 290)	-71%	6 006
Total Capital Expenditure - Standard Classification	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594
Funded by:									
National Government	25 874	38 506	36 789	3 941	13 045	36 789	(23 743)	-65%	36 789
Provincial Government	27 586	6 672	8 867	174	448	8 867	(8 419)	-95%	8 867
District Municipality	717	500	500	-	-	500	(500)	-100%	500
Transfers recognised - capital	54 177	45 678	46 657	4 115	13 494	46 657	(33 164)	-71%	46 657
Borrowing	-	-	3 043	-	-	3 043	(3 043)	-100%	3 043
Internally generated funds	32 479	25 935	26 893	3 249	21 613	26 893	(5 280)	-20%	26 893
Total Capital Funding	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M12 June

Description	2018/19	Budget Year 2019/20			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash and cash equivalents	94 272	89 164	73 319	130 385	73 319
Consumer debtors	58 357	29 579	58 062	75 420	58 062
Other debtors	19 685	26 690	11 076	65 188	11 076
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 693	11 393	11 693
Total current assets	184 006	156 835	154 149	282 386	154 149
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	44 492	44 350	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	953 687	938 910	953 687
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 029	2 932	2 029
Other non-current assets	550	550	550	550	550
Total non current assets	965 651	978 519	1 000 758	986 742	1 000 758
TOTAL ASSETS	1 149 656	1 135 353	1 154 908	1 269 128	1 154 908
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	7 150	7 407	7 150
Trade and other payables	62 785	69 191	63 479	169 052	63 479
Provisions	21 302	39 877	48 213	27 482	48 213
Total current liabilities	91 237	115 487	118 841	203 940	118 841
Non current liabilities					
Borrowing	4 704	675	9 222	4 704	9 222
Provisions	151 311	154 570	150 812	159 032	150 812
Total non current liabilities	156 015	155 245	160 034	163 736	160 034
TOTAL LIABILITIES	247 252	270 732	278 875	367 676	278 875
NET ASSETS	902 405	864 621	876 032	901 452	876 032
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	865 677	891 097	865 677
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	902 405	864 621	876 032	901 452	876 032

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M12 June

Description	2018/19	Budget Year 2019/20							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	68 667	3 834	69 752	68 667	1 084	2%	68 667
Service charges	299 778	330 950	335 211	34 688	361 793	335 211	26 582	8%	335 211
Other revenue	1 076	24 158	23 319	2 224	18 828	23 319	(4 491)	-19%	23 319
Government - operating	126 944	139 169	142 594	2 289	132 480	142 594	(10 115)	-7%	142 594
Government - capital	36 531	50 208	46 327	118	53 489	46 327	7 161	15%	46 327
Interest	11 596	16 565	11 056	1 670	7 198	11 056	(3 858)	-35%	11 056
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(552 359)	(40 958)	(540 790)	(552 359)	(11 570)	2%	(552 359)
Finance charges	(651)	(1 366)	3 087	(39)	(85)	3 087	3 172	103%	3 087
Transfers and Grants	(10 019)	(30 962)	(31 179)	-	(29 565)	(31 179)	(1 615)	5%	(31 179)
NET CASH FROM/(USED) OPERATING ACTIVITIES	81 900	70 001	46 722	3 825	73 100	46 722	6 351	14%	46 722
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(76 434)	(5 906)	(36 418)	(76 434)	(40 015)	52%	(76 434)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(83 389)	(71 613)	(76 434)	(5 906)	(36 418)	(76 434)	(40 015)	52%	(76 434)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	(25)	(433)	-	(433)	-	-
Payments									
Repayment of borrowing	(2 477)	(500)	-	(105)	(125)	-	125	-	-
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 745)	(500)	-	(130)	(559)	-	559		(559)
NET INCREASE/ (DECREASE) IN CASH HELD	(3 234)	(2 112)	(29 711)	(2 211)	36 123	(29 711)			(29 711)
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	64 560		130 395	64 560			64 560

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M12 June

Ref	Description	Variance Rand Value	Variance	Reasons for material deviations
	R thousands			
1	Revenue By Source			
	Property rates	1 216	2%	Immaterial variance
	Service charges - electricity revenue	(7 064)	-3%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding. Accrual still outstanding relating to prepaid purchases until year-end
	Service charges - water revenue	4 410	12%	Increase due to water restrictions not being implemented currently.
	Service charges - sanitation revenue	3 864	17%	Increase due to industrial effluent charges
	Service charges - refuse revenue	1 864	8%	Immaterial variance
	Service charges - other	-		
	Rental of facilities and equipment	(1 231)	-22%	Decrease in occupations and rental of halls
	Interest earned - external investments	(1 388)	-16%	Immaterial variance
	Interest earned - outstanding debtors	2 624	33%	Increase in outstanding debt
	Dividends received	-		
	Fines, penalties and forfeits	(19 433)	-100%	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	731	444%	Line item Correction of budget between Licences and permits & Agency Services
	Agency services	(1 797)	-33%	Line item Correction of budget between Licences and permits & Agency Services
	Transfers and subsidies	(29 482)	-21%	Immaterial variance
	Other revenue	(394)	-4%	Immaterial variance
	Gains on disposal of PPE	-		
	Expenditure By Type			
2	Expenditure By Type			
	Employee related costs	(20 156)	-9%	Variance primary due to Post Employment Provisions
	Remuneration of councillors	(1 557)	-14%	Immaterial variance
	Debt impairment	(18 926)	-35%	Increase in outstanding debt. Debt Impairment recognised on an annual basis.
	Depreciation & asset impairment	(31 572)	-69%	Depreciation runs to follow. Capital parameter setup in progress.
	Finance charges	(8 276)	-95%	Interest Charges relating to Landfill Sites recognised on an annual basis
	Bulk purchases	(28 958)	-13%	Decrease in consumption due to seasonal fluctuation and implementation of load shedding. Accrual still outstanding relating to June Account received.
	Other materials	(4 154)	-23%	Decrease in expenditure due to Covid 19.
	Contracted services	(14 696)	-27%	Decrease in expenditure due to Covid 19.
	Transfers and subsidies	(5 803)	-19%	Decrease in expenditure due to Covid 19.
	Other expenditure	(9 214)	-22%	Decrease in expenditure due to Covid 19.
	Loss on disposal of PPE	-		
3	Capital Expenditure			
	Total Capital Expenditure	(41 487)	-54%	SCM Delay in the projects : Tulbagh Dam Project & Upgrading Of Sport Facilities & Covid 19
		-		
		-		
		-		
4	Financial Position			
		-		
		-		
		-		
		-		
5	Cash Flow			
	Receipts			
	Service Charges	26 582	8%	Increase in collection of electricity revenue in comparison to same stage in prior year.
	Government - operating	(10 115)	-7%	Outstanding Housing Allocation
	Interest	(3 858)	-35%	Interest not accrued on monthly basis, but recognised on investment withdrawals
	Payments			
	Transfers and Grants	(1 615)	5%	Immaterial Variance.
	Capital assets	(40 015)	52%	SCM Delay in the projects : Tulbagh Dam Project & Upgrading Of Sport Facilities & Covid 19
	Repayment of borrowing	125	#DIV/0!	Immaterial Variance.
		-		
6	Measureable performance			
		-		
		-		
		-		
		-		
7	Municipal Entities			
		-		
		-		
		-		
		-		
		-		

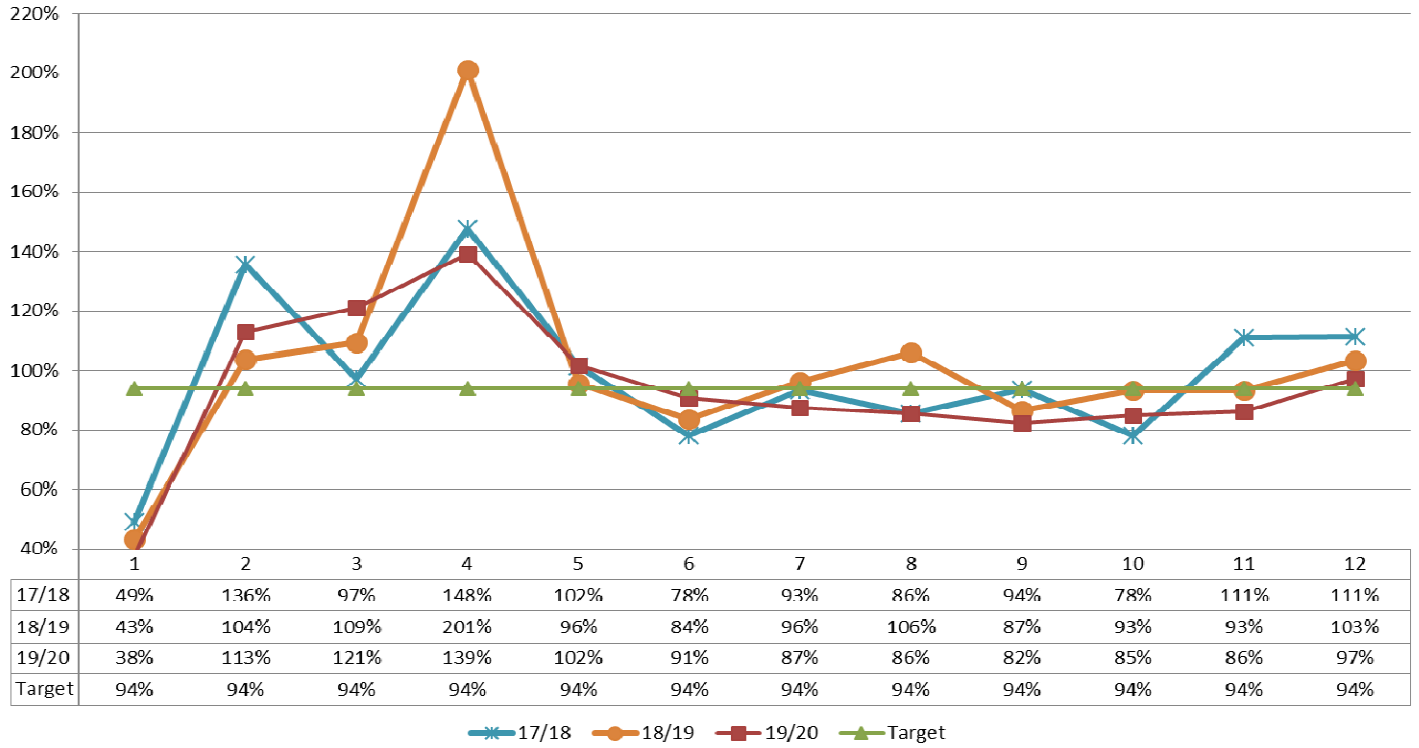
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M12 June

Description	NT Code	Budget Year 2019/20									Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr			
R thousands												
Debtors Age Analysis By Income Source												
Water	1200	9 817	2 158	2 027	1 448	1 589	1 383	7 159	44 124	69 703	55 702	
Electricity	1300	18 018	1 828	907	429	346	165	953	3 695	26 341	5 588	
Property Rates	1400	4 372	492	397	302	259	236	3 916	14 476	24 451	19 190	
Waste Water Management	1500	5 536	1 241	1 117	923	765	727	3 979	22 118	36 406	28 512	
Waste Management	1600	6 360	1 331	1 182	1 019	817	767	3 992	23 336	38 804	29 931	
Property Rental Debtors	1700	94	20	14	13	12	12	75	843	1 084	956	
Interest on Arrear Accounts	1810	1 219	39	47	70	89	107	1 488	35 378	38 437	37 132	
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-	
Other	1900	(4 586)	64	36	84	28	41	202	1 122	(3 009)	1 477	
Total By Income Source	2000	40 829	7 173	5 727	4 289	3 906	3 437	21 764	145 092	232 217	178 488	
2019/20 - totals only												
Debtors Age Analysis By Customer Group												
Organs of State	2200	1 168	988	843	413	217	125	2 133	5 991	11 879	8 880	
Commercial	2300	14 637	1 078	427	285	236	179	1 874	8 110	26 826	10 685	
Households	2400	24 881	4 933	4 296	3 372	3 282	2 956	16 774	127 676	188 170	154 060	
Other	2500	144	174	161	218	170	177	983	3 315	5 341	4 863	
Total By Customer Group	2600	40 829	7 173	5 727	4 289	3 906	3 437	21 764	145 092	232 217	178 488	

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

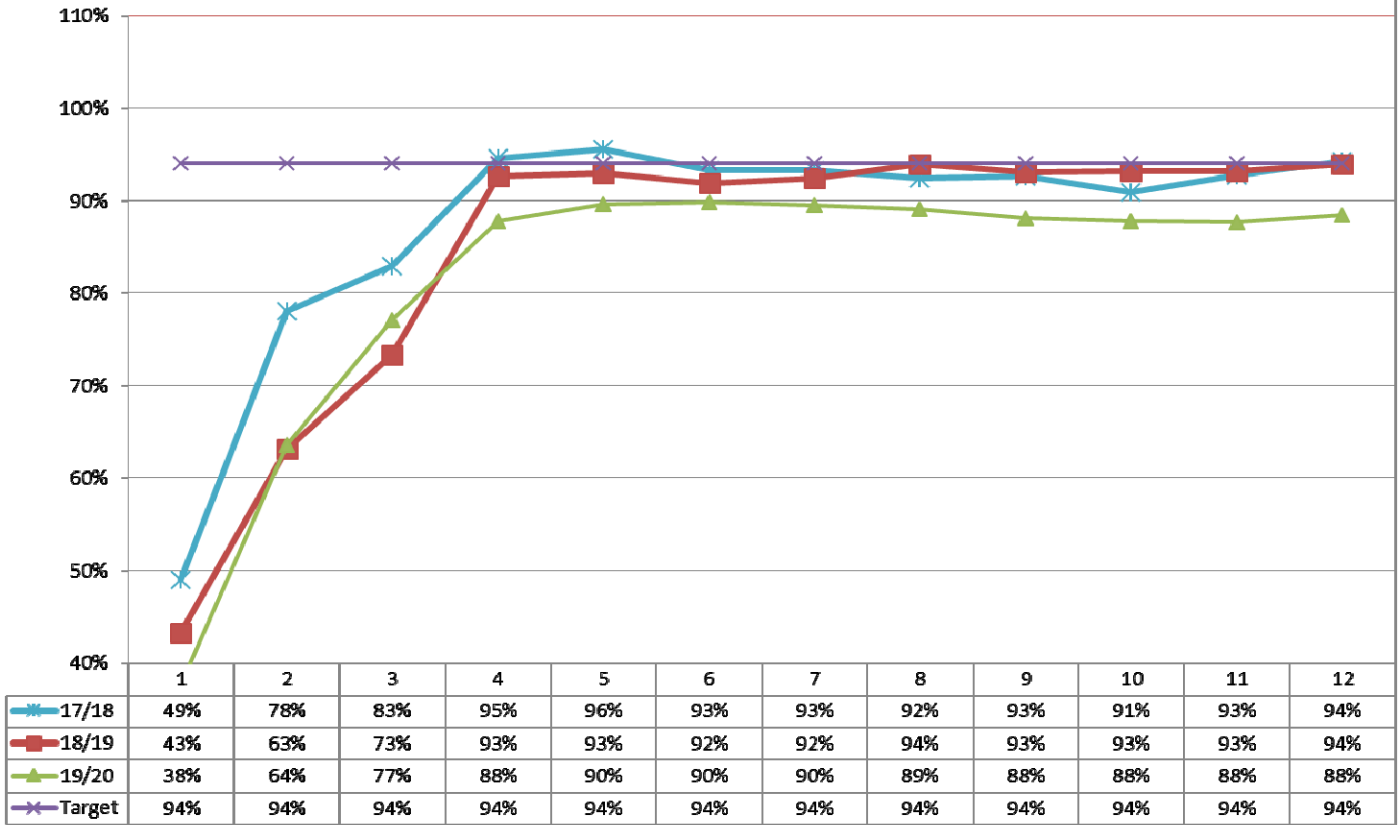
Debtor Collection Rate per Month



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 2020 amounts to 97% in comparison to the previous year 103%.

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 June 2020 97% beloop in vergelyking met die vorige jaar 103%.

Accumulative Collection Rate



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 88%.

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 88% behoort.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M12 June

Description	NT Code	Budget Year 2019/20								Total
		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	
R thousands										
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	4 759	233	-	-	-	-	-	-	4 992
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	4 759	233	-	-	-	-	-	-	4 992

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M12 June

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	-	-	-	-		-	-	-
Standard Bank	-	-	-	-		-	-	-
FNB	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	-

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M12 June

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	561	89 360	97 119	(7 759)	-8,0%	97 119
Equitable Share	92 850	92 850	-	85 782	92 850	(7 068)	-7,6%	92 850
Local Government Financial Management Grant [Schedule 5B]	1 400	1 400	335	1 331	1 400	(69)	-4,9%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	2 269	2 269	226	2 247	2 269	(22)	-1,0%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	600	(600)	-100,0%	600
Provincial Government:	40 573	39 073	-	20 281	39 073	(18 792)	-48,1%	39 073
Housing	29 000	29 000	-	15 729	29 000	(13 271)	-45,8%	29 000
Financial Management	330	330	-	-	330	(330)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	1 000	(1 000)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	8 139	(3 587)	-44,1%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	380	(380)	-100,0%	380
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	224	(224)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	775	(775)	-100,0%	775
Belguim Grant	250	250	-	-	250	(250)	-100,0%	250
Table Mountain Fund	525	525	-	-	525	(525)	-100,0%	525
Total Operating Transfers and Grants	138 467	136 967	561	109 641	136 967	(27 326)	-20,0%	136 967
National Government:	41 984	40 267	-	1	40 267	(40 266)	-400,0%	40 267
Municipal Infrastructure Grant (MIG)	18 966	18 966	-	1	18 966	(18 965)	-100,0%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	-	-	15 214	(15 214)	-100,0%	15 214
Integrated National Electrification Programme (Municipal)	2 609	2 609	-	-	2 609	(2 609)	-100,0%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	3 478	(3 478)	-100,0%	3 478
Provincial Government:	1 694	1 694	-	-	1 694	(1 694)	-100,0%	972
Main Roads	972	972	-	-	972	(972)	-100,0%	972
Fire Service Capacity Building Grant	722	722	-	-	722	(722)	-100,0%	-
Total Capital Transfers and Grants	43 678	41 961	-	1	41 961	(41 960)	-100,0%	41 239
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	561	109 642	178 928	(69 286)	-38,7%	178 206

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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 - M12 June

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	561	89 360	97 119	(7 759)	-8,0%	97 119
Equitable Share	92 850	92 850	-	85 782	92 850	(7 068)	-7,6%	92 850
Local Government Financial Management Grant [1 400	1 400	335	1 331	1 400	(69)	-4,9%	1 400
Expanded Public Works Programme Integrated Gr	2 269	2 269	226	2 247	2 269	(22)	-1,0%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	600	(600)	-100,0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-
Provincial Government:	40 573	39 073	-	20 281	39 073	(18 792)	-48,1%	38 693
Housing	29 000	29 000	-	15 729	29 000	(13 271)	-45,8%	29 000
Financial Management	330	330	-	-	330	(330)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	1 000	(1 000)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	8 139	(3 587)	-44,1%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	380	(380)	-100,0%	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	224	(224)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	775	-	-	1 024
Belguim Grant	250	250	-	-	250	-	-	775
Table Mountain Fund	525	525	-	-	525	-	-	250
Total operating expenditure of Transfers and Grant	138 467	136 967	561	109 641	136 967	(26 551)	-19,4%	136 837
Capital expenditure of Transfers and Grants								
National Government:	41 984	40 267	-	1	40 267	(40 266)	-100,0%	40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	-	1	18 966	(18 965)	-100,00%	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	-	-	15 214	(15 214)	-100,00%	15 214
Integrated National Electrification Programme (Mu	2 609	2 609	-	-	2 609	(2 609)	-100,00%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	3 478	(3 478)	-100,00%	3 478
Provincial Government:	1 694	1 694	-	-	1 694	(1 694)	-100,0%	-
Housing	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-
Main Roads	972	972	-	-	972	(972)	-	-
Fire Service Capacity Building Grant	722	722	-	-	722	(722)	-	-
Other grant providers:	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	43 678	41 961	-	1	41 961	(41 960)	-100,0%	40 267
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	182 145	178 928	561	109 642	178 928	(68 511)	-38,3%	177 103

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M12 June

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	930	7 600	7 718	(118)	-2%	7 718
Pension and UIF Contributions	1 137	1 137	137	1 106	570	536	94%	1 137
Medical Aid Contributions	227	227	19	216	129	87	68%	227
Motor Vehicle Allowance	741	741	-	-	-	-	-	741
Cellphone Allowance	1 094	1 094	78	938	1 094	(156)	-14%	1 094
Housing Allowances	487	487	3	41	487	(446)	-92%	487
Other benefits and allowances	54	54	-	-	-	-	-	54
Sub Total - Councillors	11 459	11 459	1 168	9 902	9 999	(97)	-1%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	248	2 968	3 809	(841)	-22%	3 809
Pension and UIF Contributions	783	783	18	204	783	(580)	-74%	783
Medical Aid Contributions	135	135	4	62	135	(73)	-54%	135
Overtime	-	-	-	-	-	-	-	-
Performance Bonus	891	891	-	453	891	(438)	-49%	891
Motor Vehicle Allowance	1 052	1 052	68	814	1 052	(238)	-23%	1 052
Cellphone Allowance	71	86	2	36	86	(51)	-59%	86
Housing Allowances	154	154	-	-	154	(154)	-100%	154
Other benefits and allowances	115	115	9	118	115	3	3%	115
Payments in lieu of leave	-	-	-	-	-	-	-	-
Long service awards	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	-	-	-	-	-	-	-	-
Sub Total - Senior Managers	7 010	7 025	349	4 655	7 025	(2 370)	-34%	7 025
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 121	112 803	116 528	(3 725)	-3%	116 528
Pension and UIF Contributions	17 544	17 547	1 424	17 198	17 547	(349)	-2%	17 547
Medical Aid Contributions	7 793	7 793	700	8 071	7 793	279	4%	7 793
Overtime	12 733	12 733	1 406	17 006	12 733	4 273	34%	12 733
Performance Bonus	8 186	8 186	703	8 596	8 186	410	5%	8 186
Motor Vehicle Allowance	4 497	4 497	428	5 197	4 497	699	16%	4 497
Cellphone Allowance	405	405	44	507	405	103	25%	405
Housing Allowances	1 649	1 649	130	1 545	1 649	(104)	-6%	1 649
Other benefits and allowances	4 318	4 322	334	4 191	4 322	(131)	-3%	4 322
Payments in lieu of leave	889	9 889	969	9 417	9 889	(472)	-5%	9 889
Long service awards	436	1 436	141	1 697	1 436	261	18%	1 436
Post-retirement benefit obligations	11 376	26 376	606	7 268	26 376	(19 108)	-72%	26 376
Sub Total - Other Municipal Staff	185 514	211 360	16 007	193 496	211 360	(17 864)	-8%	211 360
TOTAL SALARY, ALLOWANCES & % increase	203 983	229 844	17 524	208 053	228 384	(20 331)	-9%	229 844
TOTAL MANAGERS AND STAFF	192 524	218 385	16 356	198 151	218 385	(20 234)	-9%	218 385

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 - M12 June

Description	Ref	Budget Year 2019/20											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
R thousands	1												
Cash Receipts By Source													
Property rates		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687	4 138	3 015	3 697	(1 137)
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265	32 690	28 361	28 059	(26 155)
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666	3 191	2 326	2 143	12 063
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600	1 867	1 284	1 299	(2 806)
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680	2 176	1 230	1 415	1 538
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		240	284	382	381	281	231	553	473	324	-	(0)	1 950
Interest earned - external investments		434	623	77	700	638	728	23	1 143	404	420	337	2 675
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	2 227
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		208	288	300	395	239	177	398	315	294	0	-	2 301
Licences and permits		308	8	1 318	162	176	704	206	580	532	-	(12)	(327)
Agency services		-	-	-	-	-	-	-	-	-	-	-	4 878
Transfer receipts - operating		47 994	5 605	-	3 042	10 946	25 708	4 064	689	27 111	4 653	380	(14 220)
Other revenue		145	331	344	461	433	376	1 691	1 064	1 983	12	21	3 722
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	59 195	37 939	31 161	74 710	41 302	37 338	(13 292)
Other Cash Flows by Source													
Transfer receipts - capital		14 003	-	-	-	3 474	10 000	-	-	24 224	1 670	-	6 459
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83	(145)	(119)	(44)	409
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	69 189	37 693	31 244	98 789	42 853	37 295	(6 424)
Cash Payments by Type													
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757	13 981	13 895	14 045	(2 234)
Remuneration of councillors		909	910	899	906	906	906	897	918	906	907	908	738
Interest paid		-	-	-	-	-	46	-	-	-	-	-	1 050
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913	20 414	24 278	20 500	(27 883)
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697	2 773	1 679	564	(1 360)
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434	4 096	1 634	3 132	18 051
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500	1 877	263	119	8 320	(4 437)	4 210	(15 171)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311	5 413	2 338	2 067	2 762
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	46 366	35 027	44 149	55 903	40 293	45 426	(24 046)
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932	2 464	1 815	1 206	60 941
Repayment of borrowing		-	-	22	-	-	-	(2)	-	-	-	-	2 980
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008	1 241	1 130	1 369	(1 731)
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	52 834	36 905	47 088	59 608	43 239	48 001	38 144
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	16 355	788	(15 844)	39 181	(386)	(10 706)	(44 569)
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 312	132 606
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 312	132 606	88 037

3.2 SUPPLY CHAIN MANAGEMENT

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/22	Supply, delivery and fitment of Vehicle Batteries and rendering of auto electrical repairs and services (Re-advertisement)	14-Jul-2020
08/2/17/66	Annual Load Testing of Lifting Equipment including 6 monthly inspection	07-Jul-2020
08/2/17/95	Supply and delivery of Liquid Chlorine Gas cylinders (70KG)	15-Jul-2020

The following formal price quotations are currently in the advertisement stage:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/103	Renewal of various Fortinet Licenses for One year	01-Jul-2020

3.2.1.2 Evaluation stage:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/14	Supply of alarm, monitoring and maintenance system and armed response services	27-Nov-2019	06-Dec-2019 15-Jan-2020 18-Jun-2020	C Wessels
08/2/17/55	Supply and delivery of Traffic Uniforms	26-Mar-2020	Awaiting	M Green
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020	26-Mar-2020	D Greeff
08/2/17/62	Supply, delivery & installation of palisade fencing & 2 palisade gates for municipal property	25-Mar-2020	14-May-2020	R Fick
08/2/17/63	Paving at Skoonvlei site in Bella Vista, Ceres	20-Mar-2020	13-May-2020	R Fick
08/2/17/66	Non-Motorised Transport (NMT) facilities and Stormwater maintenance in Ceres	05-Mar-2020	23-Mar-2020 10-Jun-2020	E Lintnaar
08/2/17/68	Translation services from English to Afrikaans and vice versa for Witzenberg Municipality	06-Mar-2020	29-Jun-2020	R Hendricks
08/2/17/71	Appointment of Professional service provider for the research of land and submission of an	24-Jun-2020	Awaiting	H Truter

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BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
	environmental Basic Assessment Report (BAR) for the establishment of a regional cemetery			
08/2/17/74	Supply of Remote Metering (AMR)	15-Jun-2020	Awaiting	D Greeff
08/2/17/76	Rendering of Legal services for the transfer of municipal rental houses in Witzenberg	29-Jun-2020	Awaiting	C Mackenzie
08/2/17/81	Appointment of a service provider for Prepaid vending services	26-Jun-2020	Awaiting	C Stevens
08/2/17/87	Supply, printing and emailing of municipal accounts for Witzenberg Municipality	29-Jun-2020	Awaiting	C Stevens
08/2/17/94	Supply and delivery of copy paper	30-Jun-2020	Awaiting	M Frieslaar

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/65	Painting of external surfaces at Pine Valley Community Hall Wolseley	20-Feb-2020	04-Mar-2020	H Truter
08/2/17/78	Supply of Prepayment Electricity meters	05-Mar-2020	19-Mar-2020	D Greeff
08/2/17/85	Supply, delivery and installation of building signage	18-Mar-2020	23-Mar-2020	R Hendricks
08/2/17/97	Supply and delivery of Trend Micro enterprise security suite	30-Jun-2020	Awaiting	R Rhode

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitives bid are currently in the adjudication stage:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/06	Facilitation of training for municipal minimum competency levels MMCL Programme	08-Nov-2019	19-Feb-2020	31-Mar-2020 29-May-2020 04-Jun-2020 29-Jun-2020
08/2/17/18	Road markings in the Witzenberg municipal area	25-Feb-2020	26-Jun-2020	29-Jun-2020
08/2/17/47	Supply, delivery and installation of a self-contained breathing apparatus filling station	19-Feb-2020	29-Jun-2020	-

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

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

3.2.1.4 Tenders toegeken

3.2.1.4 Tenders Awarded

No bid was awarded by the Accounting Officer during the month of June 2020.

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende Junie 2020 nie.

The following competitive bid were awarded by the Bid Adjudication Committee during the month of June 2020:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Junie 2020:

Bid ref number	Date	Name of supplier	Reason why award made	Value (incl. VAT)
08/2/17/25	30-Jun-2020	Waco Africa PTY(Ltd) t/a Sanitech	Bidder scored the highest points	R 1 761 503.95
08/2/17/29	29-Jun-2020	Kwikspace Modular Buildings (Pty) Ltd	Only responsive bidder	R 515 502.51
08/2/17/42	30-Jun-2020	The Shearwater Property Trust	Only responsive bidder	R 1 614 600.00
08/2/17/46	04-Jun-2020	Unqondo Projects CC	Bidder scored the highest points	R 1 334 426.94
08/2/17/52	04-Jun-2020	FJD Builders CC	Bidder scored the highest points	R 3 053 369.90
08/2/17/69	29-Jun-2020	Capitilpress (Pty) Ltd	Bidder scored the highest points	R 329 494.42
08/2/17/70	30-Jun-2020	Artcon Construction (PTY) Ltd	Bidder scored the highest points	R 2 145 860.51
08/2/17/82	30-Jun-2020	African Technical Innovations (Pty) Ltd	Only responsive bidder	R 803 064.00
08/2/17/86	30-Jun-2020	Silver Lake Trading 305 (PTY) Ltd T/A Oplulentia Financial Services	Bidder scored the highest points	R 4 016 797.58

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

The following formal written price quotation or competitive bid was cancelled during the month of June 2020:

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Junie 2020:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/41	04-Jun-2020	Translation services from English and/or Afrikaans to Isixhosa and vice versa for Witzenberg municipality	No responsive bids received
08/2/17/61	30-Jun-2020	Supply and delivery of 10 Tailor made business containers	Funds are no longer available to cover the total envisaged expenditure

3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

No written price quotations were approved during the month of June 2020.

Geen geskrewe prys kwotasies was goedgekeur gedurende Junie 2020 nie.

3.2.1.7 Formal Written Price Quotations

3.2.1.7 Formele Geskrewe Prys Kwotasies

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of June 2020:

Die volgende formele geskrewe kwotasies, wat meer is as R30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Junie 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/17/57	04-Jun-2020	ACE Consuling	Appointment of Structural engineer for Structural alterations at Ceres Town Hall	Bidder scored the highest points	R 71 154.00	Acting Director: Community Services
08/2/17/73	10-Jun-2020	Memotek Trading CC	Supply, delivery and offloading of Lime and Calcium Hypochlorite (Cluster 1)	Only responsive bidder	R 32 411.03	Acting Director: Financial Services
08/2/17/75	09-Jun-2020	JRT Traders CC T/A Ceres Paving & Cement Products	Supply and delivery of pavers	Bidder scored the highest points	R 185 130.00	Director: Technical Services
08/2/17/89	08-May-2020	Boland Toilet Services (Pty)Ltd	Servicing of Portable chemical toilets in the Witzenberg area (3 months)	Only responsive bidder	R 48 438.00	Director: Technical Services
08/2/17/96	22-Jun-2020	Introstat (PTY) Ltd	Supply And Delivery Of Laptops	Bidder scored the highest points	R 183 781.50	Acting Director: Financial Services

3.2.1.8 Appeals

3.2.1.8 Appèlle

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

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
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		

3.2.1.9 Deviations

3.2.1.9 Afwykings

The following table contains the actuals against approved deviations by the Accounting Officer for the month of June 2020 which totals R 570 032.04:

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Junie 2020 wat beloop op die totaal van R 570 032.04:

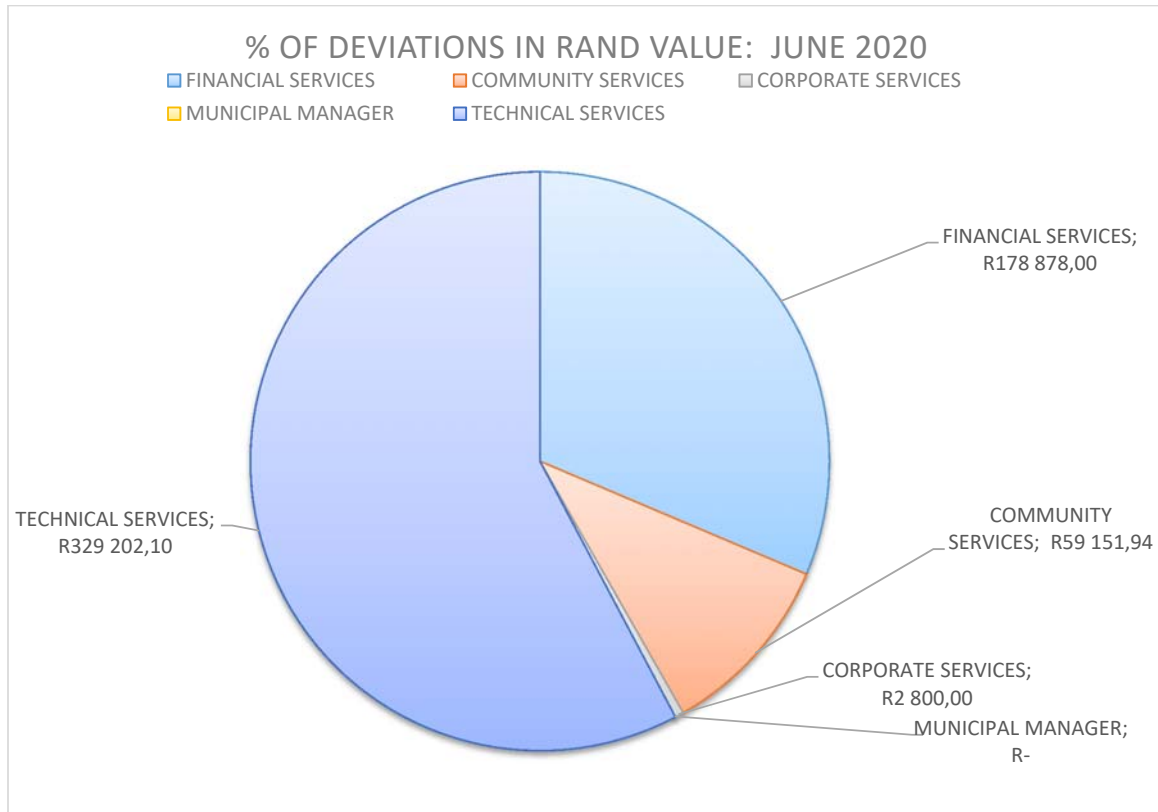
Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
13-May-20	Gwebza Multi Purpose Primary Co-operative	Supply Food parcels for Homeless people @ Bella Vista - Covid 19 pandemic	Emergency	164575	72,000.00
13-May-20	Gwebza Multi Purpose Primary Co-operative	Supply Food parcels for Homeless people @ Bella Vista - Covid 19 pandemic	Emergency	164576	25,200.00
29-May-20	Witzenberg Herald	Publish Notice: Supplementary valuation roll	Single supplier	164710	11,232.00
29-May-20	Witzenberg Herald	Notice: Municipal & Traffic Offices COVID 19	Single supplier	164727	2,800.00
29-May-20	Mainline Civil Engineering Contractors	Supply of plant & Equipment during Tulbagh Landfill site fire	Emergency	164728	221,308.87
3-Jun-20	Witzenberg Herald	Publish notice: Budget 2020/21	Single supplier	164764	5,616.00
8-Jun-20	Vilko	Covid 19: Supply of PPE (Rainsuits) for sanitising team	Emergency	164850	5,518.97
22-Jun-20	Corjarq Construction CC	Repair sewerage system at Main Office	Emergency	164950	3,729.90
25-Jun-20	Ducharme Consulting	Annual License fee for asset scanning application	Impractical	164972	31,395.00
25-Jun-20	Department of Agriculture, Land reform and Rural Development	Deeds search for all property of Witzenberg Municipality	Single supplier	164973	33,435.00
30-Jun-20	Boland Toilet Services	Servicing of Chemical toilets	Impractical	165004	107,893.23

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30-Jun-20	Johan Bezuidenhout Attorneys	Legal Services: Advertise Reg 68 (1) searches	Impractical	165007	16,198.87
30-Jun-20	Johan Bezuidenhout Attorneys	Legal Services: Retyu case	Impractical	165008	33,704.20

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
April 2020	R 90 104.37	R5 685 411.15	1.58%
May 2020	R 240 387.50	R9 275 463.33	2.59%
June 2020	R 570 032.04	R19 288 444.38	2.95%

DEVIATIONS PER DIRECTORATE



Logistics

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

Logistieke

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

MONTH	April 2020	May 2020	Jun 2020
Value of inventory at hand	R 10 840 267	R 11 112 106	R 10 169 809
Turnover rate of total value of inventory	1.16	1.07	1.24
Date of latest stores reconciliation	30 Jun 2020		
Date of last stock count	29 Jun 2020		
Date of next stock count	23 Sep 2020		

QUALITY CERTIFICATE

I, Mr M Mpeluza, Acting Municipal Manager of Witzenberg Municipality, hereby certify that

- The monthly in year monitoring reports for the month of June 2020

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr M Mpeluza



Acting Municipal Manager of WITZENBERG MUNICIPALITY

Signature :

Date:

14/7/2020



MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) CHARTER

July 2019

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1. INTRODUCTION

- 1.1. The Municipal Public Accounts Committee (hereafter referred to as MPAC) is established in terms of Section 79 of the Local Government: Municipal Structures Act, Act 117 of 1998 as a Committee of Council for the efficient and effective performance of its functions.
- 1.2. The purpose of the MPAC terms of reference is to promote transparency and public accountability and is required in terms of Section 53 of the Local Government: Municipal Systems Act, Act 32 of 2000.
- 1.3. MPAC may evaluate, direct and supervise investigations into any matters within the scope of its roles and responsibilities as instructed by the Council.
- 1.4. MPAC activities would help to increase Council and public awareness of the financial and performance issues of the municipality..

2. MANDATE

- 2.1. The authority, duties and functions of MPAC is derived from the following;
 - 2.1.1. Municipal Finance Management Act, Act 56 of 2003;
 - 2.1.1.1. Chapter 4: Municipal Budgets, Section 32: Unauthorised, irregular or fruitless and wasteful expenditure; and
 - 2.1.1.2. Chapter 12: Financial Reporting and Auditing, Section 129: Oversight Reports on Annual Reports.
 - 2.1.2. Council's Rules of Order; and
- 2.2. The purpose of MPAC is to perform an oversight function on behalf of Council.

3. MEMBERSHIP

- 3.1. MPAC is a committee of Council and therefore Council determines its composition by a resolution of Council in terms of Section 79 of the Municipal Structures Act, Act 117 of 1998.
- 3.2. The composition –
 - 3.2.1. The Council shall appoint MPAC Members.
 - 3.2.2. Councillors serving on MPAC should represent a wide range of experience and expertise available in Council, especially with a financial background and should represent the various political affiliations.
 - 3.2.3. The following Councillors will be excluded from the MPAC, i.e. Executive Mayor or Deputy Executive Mayor, Speaker, a member of the Mayoral Committee, Chairpersons of Subcouncil

and Portfolio Committee Chairpersons.

- 3.3. The Chairperson will be appointed by Council resolution. If the chairperson of the MPAC is absent from a specific meeting of MPAC, the members present must elect a chairperson from the members present to act as chairperson for that meeting.
- 3.4. Members should be appointed for a term which corresponds to the sitting of Council. If re-elected they may serve for only one further term of office (5 year period). To ensure continuity of expertise in the future, it is proposed that the terms of appointment of two members appointed in the first year, vary.
- 3.5. When a member of the MPAC cannot for any reason continue as a member he/she shall forthwith be replaced by Council.
- 3.6. Membership of the MPAC shall be published in the annual report.

4. ROLE AND RESPONSIBILITIES

- 4.1. MPAC has no executive powers.
- 4.2. The oversight role of MPAC is to review the Municipality of Witzenberg's Annual Report with specific focus on the financial aspects as contained in the Auditor-General's Report on the Annual Financial Statements of the Municipality and also when instructed by Council to advise Council in respect of unauthorised, irregular or fruitless and wasteful expenditure.
- 4.3. The Municipality's oversight report as envisaged in Section 129 of the MFMA is prepared for adoption by Council by following due process. MPAC's due process entails -
 - 4.3.1 consider and make recommendations on the Oversight Report to Council regarding the Audit Report of the AGSA and queries, comments and responses in respect thereof;
 - 4.3.2 investigate the alleged financial misconduct by Councillors and report thereon to Council as the case may be;
 - 4.3.3 recommend on any proposals in respect of the oversight process for improving efficiency, effectiveness and economy in the financial sphere of the Municipality; and
 - 4.3.4 liaise with the Performance risk and Audit Committee and any other relevant combined assurance committees and role-players.
- 4.4 Investigate unauthorised, irregular or fruitless and wasteful expenditure in terms of section 32 of the MFMA, as instructed by Council, and as guided by the National Treasury Circular 68: Unauthorised, Irregular and Fruitless and Wasteful Expenditure. The purpose being to recommend to Council whether such expenditure-
 - 4.4.1 resulted in the Municipality receiving "value-for-money" (i.e. services received within a reasonable price);
 - 4.4.2 is irrecoverable or not (financial implications);

- 4.4.3 resulted from non-compliance in following due process and subsequent disciplinary action is necessary, including whether legal action (common law) is appropriate; and / or
- 4.4.4 was as a result of control failures or gaps and what remedial and disciplinary actions are proposed.
- 4.5 To follow up that corrective action has been taken in respect of the comments and resolutions of MPAC during the oversight reporting process.
- 4.6 To promote good governance, transparency and accountability on the use of municipal resources.

5. MEETING PROCEEDINGS

5.1. Attendance

- 5.1.1. At a minimum four (4) meeting shall be held in a year. These meetings shall be included on the annual calendar of the Council. The chairperson may cancel any meeting if the workload of the committee does not justify a meeting. Special meetings can be called when circumstances warrant it.
- 5.1.2. A quorum shall be the majority of the members.
- 5.1.3. Conduct shall be in terms of the Rules of Order of Council.
- 5.1.4. Meetings are open to the public media unless otherwise determined by the Committee.
- 5.1.5. The applicable Directors (or delegated nominee) must attend as and when necessary, depending on the content and detail of the agenda.
- 5.1.6. The MPAC is also empowered to invite persons employed by the Municipality with relevant experience to attend its meetings as it deems fit. Where internal resources are not available, external assistance may only be obtained through Council resolution.
- 5.1.7. The Auditor-General or his or her representative may be invited to attend a meeting as and when circumstances may require. Financial consideration will be taken into account before inviting AGSA.
- 5.1.8. The Chief Financial Officer must attend all meetings, except where the chairperson, after consultation with the Chief Financial Officer, agrees that his/her presence will not be necessary at the particular meetings.
- 5.1.9. Internal Audit must attend all meetings, except where the chairperson, after consultation with the Head of Internal Audit, agrees that Internal Audit's presence will not be necessary at the particular meetings.

5.2. Agendas, Minutes and Logistics

- 5.2.1. Agendas must be distributed at least seven days prior to a meeting for preparation purposes. Notice of the meeting shall be given at least 14 days prior to the meeting.
- 5.2.2. Municipality Secretariat and Internal Audit provides research, secretarial and administrative support to the Committee. Internal Audit, and on occasion the Auditor-General, provides the Committee with support of a technical nature.

6. REPORTING AND ACCOUNTABILITY

- 6.1. MPAC investigation findings and recommendations are reported to Council, through the Office of the Speaker, as soon as possible after the MPAC resolution.
- 6.2. The MPAC must discuss and adopt its report for Council in accordance with the procedures for tabling matters in Council defined in the Rules of Order of Council and Municipality administration secretariat reporting template requirements.
- 6.3. The names of individuals are not included in its reports, except in exceptional circumstances, and only if all MPAC members agree. These reports would then be considered at in-committee meetings.
- 6.4. The MPAC may be able to communicate freely with the Audit Committee, Executive Mayor, the Mayoral Committee, the Speaker and Finance Portfolio Committee.
- 6.5. The MPAC must report to Council at least on all instructions mandated by Council and may bring items before Council as and when necessary.

7. COMMITTEE RESOURCES

- 7.1. MPAC must have access to –
 - 7.1.1. The financial statements and the Annual Report of the municipality as part of the Committee's oversight process;
 - 7.1.2. audit opinion, other reports and recommendations from the Performance Risk and Audit Committee;
 - 7.1.3. reports in respect of transgressions in terms of the MFMA pertaining Section 32 of the MFMA;
 - 7.1.4. information in respect of transgressions in terms of the MFMA pertaining to the Municipality, i.e. failure to prepare and adopt the Annual Report as well as the submission and auditing of the annual financial statements,
 - 7.1.5. feedback on corrective action taken in respect of recommendations by the MPAC;
 - 7.1.6. information in respect of any disciplinary action taken in terms of the MFMA where it related to an item that is currently serving on or has served before the committee;

- 7.1.7. any other audit report from the municipality;
 - 7.1.8. performance information of the municipality;
 - 7.1.9. all reports of the Auditor-General;
 - 7.1.10. in-year reports of the Municipality;
 - 7.1.11. legal, technical and any other specialised assistance required to exercise their functions as approved by Council;
 - 7.1.12. direct access to internal and external auditors; and
 - 7.1.13. resolutions and reports of the Audit Committee, Portfolio Committees and Sub Councils (public comments) related to the annual and audit reports.
- 7.2. The Auditor-General (AG) or his or her representative will provide annual feedback on the AG report during the outset of the oversight process.
- 7.3. Internal Audit shall assist MPAC in the achievement of the work plan in a technical capacity.
- 7.4. In the case of any irregular expenditure or any fruitless and wasteful expenditure incurred by the Municipality, the MPAC may call upon the accounting officer of the municipality to appear before it to provide information or clarity.

8. COMMITTEE PERFORMANCE

- 8.1 The Committee after consultation with the Head of Internal Audit develops a programme of activities annually. The programme is flexible, however, and is often amended to accommodate new priorities. The annual work programme must be approved by Council.
- 8.2 An evaluation of its work for the year should be done annually for the Committee to determine how effective it had been, through a process of self-evaluation and evaluation by Council.
- 8.3 The performance of the MPAC must be evaluated by representatives of the Council, through the Office of the Speaker, on an annual basis.
- 8.4 MPAC performance outcomes are reported to Council, through the Office of the Speaker.

9. GENERAL

- 9.1 MPAC will formalise operational processes, systems and procedures as necessary for the performance of its terms of reference, in consultation with the Office of the Speaker.
- 9.2 MPAC uses a schedule of outstanding matters to keep track of the various stages of the Committee's review process with respect to each of the reports or topics under consideration.

- 9.3. MPAC must deal with all matters, as instructed by Council. It is therefore important to prioritise the items on the schedule of outstanding matters.

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
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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

**IRRIGATION BOARD
KOEKEDOUW BESPROEINGSRAAD**

Telefoon: 0233155569/0832920590

Posbus 804

Email: Gerda.kbr@gmail.com

CERES
6835

13 Maart 2019

WIE DIT MAG AANGAAN

Volgens ons Lys van Belasbare Oppervlaktes, is daar vir
Witzenberg Munisipaliteit die volgende waterregte geregistreer:

-Gedeelte 72 van die plaas Rietvalley 364
15ha Somerwater

Ek hoop u vind dit in orde.

Vriendelik die uwe

Gerda Roux
Admin Bestuurder

IRRIGATION BOARD KOEKEDOUW BESPROEINGSRAAD

Telefoon: 0233155569 / 0832920590

Email: gerda.kbr@gmail.com

Posbus 804

CERES
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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.

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- * uitstaande skuld op 30 Junie 2019 is verkry van RAB
- * nuwe voorstel gebruik aanname van 10 jaar terugbetalingstermyn teen Prima rentekoers



2nd Floor Ou Kollege Building
35 Kerk Street
Stellenbosch
7600

Telephone (021) 888 4304

13 March 2019

Rudiger Oberg
Fourie Oberg de Bruyn Inc

E-mail: rudiger.oberg@fodb.co.za

Dear Rudiger

KOEKEDOUW BESPROEIINGSRAAD

- 1 We refer to the above matter and your e-mail dated 6 March 2019 in this regard.
- 2 We have been requested to provide an opinion on the tax consequences relating to the refinancing of outstanding loan amounts that Koekedouw Besproeiingsraad ("KBR") and its members currently owe to Firstrand Bank Ltd ("Firstrand").
- 3 The purpose of this document is to provide the advice as requested.
- 4 All references to "section" are to sections of the Income Tax Act 58 of 1962 ('the Act') and references to "paragraph" are to paragraphs of the Eighth Schedule to the Act, unless indicated otherwise.

Background

- 5 The Ceres Municipality ("CM") and KBR entered into an agreement to construct the Koekedouw dam in Ceres.
- 6 It was agreed that the producers/ members of KBR ("the members") would be entitled to 59 per cent of the captured water, whilst the remaining 49 per cent of the water would be allocated to the Ceres town community. The cost of the construction of the dam was also financed in the same ratio (i.e. 59 per cent and 41 per cent by each of KBR and CM respectively).
- 7 KBR obtained its financing through Firstrand of which it still has an outstanding loan amount due.
- 8 Up until now KBR issued invoices to the members for the payment of levies (which included water levies for the utilisation of water) which levies was used to cover the costs of the loan payments together with any operational costs (such as maintenance of the dam) incurred by KBR.

- 9 The invoice for each member is determined as the sum of the abovementioned amounts (i.e. loan payment and operational costs for the month) apportioned in the ratio of the amount of hectares occupied/utilised by the member to the total amount of hectares occupied/utilised by all members, plus VAT.
- 10 Pursuant to a review of the existing funding arrangement by Firstrand, it has been proposed that the Firstrand loan be refinanced with new loan funding to be taken up by the individual members of KBR.
- 11 This will be done in order to obtain cheaper financing as the individual members will be able to obtain better interest rates and can provide direct security for the loan funding.
- 12 It is envisaged that KBR will invoice a 'special levy' for the outstanding loan amount (due to Firstrand) to the members in the same ratio/ proportion as their monthly invoices (calculated as mentioned above).
- 13 As such a once-off invoice is to be rendered by KBR to each of the relevant members that would be payable as an amount due for the utilisation of water in the future by the members. Such total invoice amount paid to KBR will be used to settle the outstanding loan amount owed to Firstrand.
- 14 We understand that KBR is registered with SARS as an exempt entity for normal tax.
- 15 Furthermore we understand that KBR is a registered value-added tax ("VAT") vendor.
- 16 We have been requested to provide an opinion on the tax consequences relating to the above, specifically the following matters:
- 16.1 The income tax deductibility of the 'once-off'/ advance invoice ('special levy') for the members ("Issue 1");
- 16.2 The deductibility of the interest incurred by the members on the 'refinance loans' ("Issue 2");
- 16.3 The tax treatment for KBR in respect of the 'once-off' invoice amount paid to it by the members ("Issue 3"); and
- 16.4 The VAT treatment of the 'once-off' invoiced amount ("Issue 4").

Issue 1: Deductibility of the once-off invoice for members

General deduction formula

- 17 Section 11(a) of the Act contains the so-called general deduction formula. To claim an expense as an income tax deduction, the expense must meet all the requirements of section 11(a) read together with section 23(g).
- 18 Section 11(a) provides that in determining the taxable income derived by any person from carrying on any trade, there shall be allowed as a deduction from the income of such person so derived, expenditure and losses actually incurred in the production of income, provided such expenditure and losses are not of a capital nature.

- 19 In terms of section 23(g) no deductions shall in any case be made in respect of any moneys, claimed as a deduction from income derived from trade, to the extent to which such moneys were not laid out or expended for the purposes of trade.
- 20 In terms of section 11(a) and 23(g) the requirements can be summarised as follows:
- expenditure and losses actually incurred;
 - in the production of income;
 - not of a capital nature; and
 - for the purpose of trade;
- 21 In what follows we discuss the relevant requirements to determine whether the expenditure in question will qualify as a deduction in terms of section 11(a), read with section 23(g). We accept that the amounts will be expenditure actually incurred by the members and do not elaborate on this requirement any further.

In the production of income

- 22 The phrase 'in the production of income' has been interpreted on numerous occasions by our courts to determine the deductibility of certain expenditure. All expenditure attached to the performance of a business operation *bona fide* performed for the purposes of earning income are deductible. This applies whether such expenses are necessary for the performance of the business operation or attached to it by chance or are *bona fide* incurred for the more efficient performance of such operation. The expenditure must however be closely connected with the business operation so that they may be regarded as part of the cost of performing it.¹
- 23 Expenditure incurred in the production of income does not mean that there may be no deduction unless income has been produced, but means that the expenditure must have been incurred for the purpose of earning income whether in the current or in any future year of assessment.²
- 24 In *CIR v Allied Building Society* it was also held that "the court is not concerned with whether a particular item of expenditure produced any part of the income, but with whether that item of expenditure was incurred for the purpose of earning income."³
- 25 In the current instance the members will ultimately incur the expense ('special water levy') for the utilisation of water in the future in a cost efficient manner. This would enable the members to further their enterprises/ farming activities as they would be able to use the water for their produce which is expected to produce income.
- 26 It is therefore our opinion that the expenditure relating to the water levy will be incurred for productive purposes (i.e. in order to produce output that would result in income). The question is not whether income was actually produced, but rather whether the expenditure was incurred for the purpose of earning income.⁴ Thus whether or not the

¹ See *Port Elizabeth Electric Tramway Co Ltd v CIR* (8 SATC 13).

² See *Sub-Nigel Ltd v CIR* 1948 (4) SA 580 (A), 15 SATC 381.

³ 1963 (4) SA 1 (A), 25 SATC 343 at 358; See also *CIR v Nemojim (Pty) Ltd* 1983 (4) SA 935 (A) 45 SATC 241.

⁴ The view is held by commentators that it is not a requirement of the general deduction formula (i.e. section 11(a)) that the taxpayer set out to achieve a 'profit' in an accounting or economic sense. See *Silke on South Africa Income Tax*, Butterworths electronic version, 2007, at 7.3

expenditure results in the production of greater income for the members is not the question. The question is whether it was incurred for the purpose of earning income, which we understand will be the case.

Capital or revenue

- 27 It is trite that the terms 'capital' and 'revenue' are not defined in the Act and therefore reliance needs to be placed on case law to provide guidance regarding the meaning of the terms. The true nature of each transaction must be examined in order to determine whether the expenditure in question is a capital or revenue expenditure and each case must be decided on its own facts and circumstances.⁵
- 28 Various tests have been formulated by our courts to determine the capital or revenue nature of expenditure and losses, including whether:
- 28.1 The expenditure adds to the income earning structure (capital) or the income earning operations (revenue) of the taxpayer;⁶
- 28.2 The expenditure creates or cause the taxpayer to acquire an income producing concern (capital) or is the expenditure incurred in working an income producing asset (revenue);⁷
- 28.3 The expenditure creates an enduring benefit (capital);⁸ and
- 28.4 The expenditure adds to the fixed capital of the taxpayer (capital) or the floating capital (revenue).⁹
- 29 As per the tests laid down above, one must determine whether payments will be made toward the acquisition of a capital asset or whether the payments are in respect of the income earning operations of the taxpayer. In the *New State Areas Ltd v CIR*, the court confirmed the principle that regard must be had to the consequence of the payment, i.e. does it produce an asset or right for the taxpayer or is it a payment for the right to use an asset. If it is the latter and the taxpayer incurs the expense as part of its income earning operations, it is regarded as being revenue in nature.
- 30 There is a great difference between money spent in creating or acquiring a source of profit, and money spent in working a source of profit. In the former case it is spent to enable the concern to yield profits in the future, in the latter case it is spent in working the concern for the present production of profit.¹⁰
- 31 It is submitted that the expenditure incurred by the members in respect of the advance water invoice will not create an income earning structure for the members and merely works the existing income earning structure. The members do not obtain additional water rights in exchange for making the advance payment of the special water levy but merely makes an advance payment for the utilisation of water based on the already existing water rights of the member. As such, the expenditure would in our opinion closely relate to the income-earning operations of the members rather than their income-earning structure.

⁵ *New State Areas Ltd v CIR* 1946 AD 610 at 627; *CIR v African Oxygen Ltd* 1963 (1) SA 681 (A) at 691.

⁶ *New State Areas Ltd v CIR* 1946 AD 610, 14 SATC 155.

⁷ *CIR v George Forest Timber Co Ltd* 1924 AD 516, 1 SATC 20.

⁸ *CIR v Manganese Metal Company (Pty) Ltd* 1995 TPD, 58 SATC 1.

⁹ *New State Areas Ltd v CIR* 1946 AD 610, 14 SATC 155.

¹⁰ *George Forest Timber Co Ltd* – case (*supra*).

32 It could furthermore not be said the expenditure incurred creates an enduring benefit for the /members. This is on the basis that the members do not obtain any additional water rights for making the payment (i.e. their existing water rights is not influenced in any way).

33 In **ITC 1764** 66 SATC 93 it was held that the mere fact that rent is paid upfront at the beginning of a lease period does not render the expenditure to be of a capital nature. In the current instance we are of the opinion that the mere advance payment for the water levy would similarly not make the expenditure capital in nature.

34 In our opinion therefore the expenditure relating to the special water levy will not create an enduring benefit or an income earning structure for the members. Based on the aforementioned we are of the opinion that the expenditure will not be capital in nature for the members.

For the purposes of trade

35 As indicated above, section 23(g) further provides no deductions shall in any case be made in respect of any moneys, claimed as a deduction from income derived from trade, to the extent to which such moneys were not laid out or expended for the purposes of trade.

36 We understand that each of the members would conduct a recognisable trade (e.g. farming enterprise) and the expenses in question will be paid in the course of such trade.

37 In our opinion, the crucial consideration is that the expenditure must be connected with the 'pursuit' of the taxpayer's trade and not for other objectives.

38 The question may be raised as to whether the members will incur the special water levy for the purposes of their trade (e.g. farming and related activities) or to assist the KBR to settle its financing obligations towards Firstrand. We are however of the opinion that although the invoiced/ levy amounts will ultimately be used by KBR to settle the funding provided by Firstrand, the purpose thereof is to pay for the utilisation of water (for their farming enterprises) in a more cost efficient manner. This is because the ultimate purpose of the special water levy is to obtain the water usage at a cheaper cost for the members.

39 We are therefore of the opinion that the payment of the special water levy will be done for the purpose of the trade of the members.

Conclusion on deductibility

40 Based on the above, we are of the opinion that the expenditure relating to the special water levy invoice would constitute expenditure actually incurred in the production of income, and which is not of a capital nature. The expenditure would in our opinion also be incurred in the carrying on of a trade of the members in a more efficient manner.

41 Consequently, it should in our opinion qualify as a deductible expenditure in the hands of the members in terms of section 11(a).

Section 23H

- 42 In terms of section 23H, where expenses were incurred during a year which is allowable as a deduction in terms of section 11(a) in respect of goods or services, all of which will not be supplied or rendered to the taxpayer during such year; or in respect of any other benefit, the period to which the expenditure relates extends beyond such year, the amount of expenditure which may be claimed as a deduction shall be limited.
- 43 Section 23H provides for the spreading of the expenditure over several tax periods where the benefits to which the expenditure relates are only enjoyed over future tax years.
- 44 Section 23H classifies the different types of expenditure in respect of the following:
- 44.1 Goods;
 - 44.2 Services; and
 - 44.3 Any other benefit.
- 45 In terms of section 23H the amount of expenditure that is to be deducted where 'goods' are supplied is so much of the expenditure as relates to goods actually supplied to such person in the year of assessment.
- 46 Where the expenditure relates to 'services' or 'any other benefit' the amount to be spread is based on a similar principle which states that the amount deductible is determined as the amount of expenditure incurred which bears to the same ratio as the number of months the services or such benefit is enjoyed in the current year to the total number of months during which the services or such benefit will be rendered/enjoyed.
- 47 In the case where the period of the services to be rendered or the other benefit to be enjoyed is not determinable, the period over which the services or such benefit is likely to be enjoyed must be used. There is no definition as to what is meant by 'likely to be rendered or enjoyed' but this would generally mean the probable period. All the relevant facts and circumstances should be taken into account with regards to the period of use or enjoyment in this instance.
- 48 Furthermore section 23H(2) states that where the apportionment does not reasonably represent fair apportionment of such expenditure in respect of the goods, services or benefits to which it relates, such apportionment must be made in such other manner as is fair and reasonable.
- 49 The provisions of section 23H does not apply (i) where the goods or services are supplied within six months after the year end; (ii) where the person will have the full enjoyment of such benefit within six months; (iii) where the aggregate of the amount of all the expenditure incurred by a person does not exceed R 100,000; (iv) to any expenditure to which sections 24K and 24L apply or (v) to any expenditure actually paid in respect of an unconditional liability to pay on an amount imposed by legislation.
- 50 As indicated, we are of the opinion that the water invoices would be deductible in terms of section 11(a) for the relevant members.
- 51 The question is however whether or not section 23H would apply to limit and spread the deduction over several tax years (assuming the expenditure will exceed R 100 000 for the particular member).

- 52 As we understand that the benefits of the water usage and advance payment will be provided and enjoyed over a period of time (which extends over several years of assessment), we are of the opinion that section 23H will apply to limit the deduction of the expenditure in question.
- 53 In the current circumstances we are of the opinion that the expenditure (i.e. advance payment) could be apportionment and spread over a period which is based on the total advance invoice amount issued to the member which bears to the same ratio as the invoice amount that would have been payable per year if the advance payment was not made to the total of all invoice amounts that would have been payable over the period (i.e. based on the following formula: Advance payment * Payments per year / Total payments). This would in our opinion represent a fair and reasonable apportionment.
- 54 As indicated above where the invoice does not exceed R100,000 for a specific member, the deduction should not be limited in terms of section 23H. The relevant member will however need to take into account all the prepaid expenses (i.e. the water levy invoice as well as any other prepaid expenditure incurred) during that specific year of assessment.

Issue 2: Deductibility of interest for the producers/members

- 55 We understand that the members will incur interest-bearing loan funding (from a bank) to fund the payment of the special water levy.
- 56 To determine whether the interest is deductible in the calculation of taxable income of the members, the provisions of section 24J should in our opinion be considered.
- 57 In terms of section 24J(2) where any person is the issuer in relation to an instrument (as defined in section 24J) during any year of assessment, such person shall be deemed to have incurred an amount of interest during such year of assessment which is equal to the sum of all accrual amounts in relation to all accrual periods falling, whether in whole or in part, within such year of assessment in respect of such instrument, which must be deducted from the income of that person derived from the carrying on any trade, if that amount was incurred in the production of income.
- 58 An 'instrument' is defined in section 24J as meaning any form of interest bearing arrangement, including a bond, loan advance or debt.
- 59 The term 'issuer' in relation to an instrument means any person who has incurred any interest or has any obligation to repay any amount in terms of such instrument. The term 'interest' is in turn defined as to include the gross amount of any interest or related finance charges in relation to a financial arrangement. As the members will be liable to pay interest at a market related rate, it will incur an obligation to repay any amount in respect of the instrument and will therefore be the issuer in relation to such instrument.
- 60 The term 'accrual amount' is in essence the interest or finance charges determined on a yield to maturity basis over any given accrual period (i.e. in the current instance every 12 month period or part thereof between financial year ends).
- 61 To qualify for the deduction certain requirements must be satisfied before the members will be entitled to deduct the interest in the calculation of its taxable income.
- 62 The requirements in terms of section 24J is that the interest should be:

- In the carrying on of a trade; and
- In the production of income.

63 On the basis that the loan funding and interest thereon will be incurred in order to settle the advance water invoice in pursuance of the business conducted by the members, we are of the opinion that the interest incurred should be considered to be in the production of income and in the carrying on of a trade. The same principles discussed in the context of section 11(a) above should therefore in our opinion apply in respect of the above requirements.

64 Based on the aforementioned we are of the opinion that the interest incurred by members on loan funding used to settle the water levy invoice would be deductible in terms of section 24J for the members.

Issue 3: Tax consequences for KBR

65 We understand that the principle object of KBR is to provide the water rights/ usage to its members and that it is an exempt entity.

66 In this regard we understand that KBR would either be exempt from normal tax in terms of section 10(1)(cA) as a board established by law and which in the furtherance of its sole or principal object carries on activities designed to promote commerce, industry or agriculture or is exempt in terms of section 10(1)(t) as a water services provider. The receipts and accruals of such entities are exempt from normal tax.

67 Based on the aforementioned we are of the opinion that the 'once off' invoice for the special water levy should also be exempt from normal tax as falling within the ambit of the principal objects of KBR.

Issue 4: VAT consequences

68 The invoice issued by KBR for the special water levy would constitute a supply that forms part of the enterprise of KBR (being a mere advance payment for the supply of water or the usage thereof).

69 As such output VAT would in our opinion have to be accounted for on the amount at the standard rate.¹¹

70 The members should however be able to qualify for a corresponding VAT input if registered for VAT and where they incur the expenditure to make taxable supplies.

General

71 The opinion in this report is based on the facts at our disposal as provided to us, which we have not independently verified.

72 In accepting the advice contained in this writing you consent to our terms of business the details of which is available on www.graystonelliot.co.za.

¹¹ Section 7(1)(a) of the **Value-Added Tax Act 89 of 1991**.

We trust the above is of assistance. Please do not hesitate to contact us should you have any questions in regard to the above.

Kind regards



Chemus Taljaard



Henry Isaacs

16/2/11/1/1



SUMMARY OF DISCUSSIONS HELD AT MPAC MEETING ON 21 OCTOBER 2019



Content

- ▶ Role of Ceres Management Committee (CMC)
- ▶ Role of Koekedouw Irrigation Board (KIB)
- ▶ History on farm Vredebes water allocation from Koekedouw Dam




Role of Ceres Management Committee (CMC)

- ▶ The Ceres Management Committee (CMC) was formed during July 1996, by the WM & KIB before the Construction (enlargement) of the Koekedouw dam.
- ▶ The CMC has the duty to manage the Koekedouw dam of which Koekedouw Irrigation Board (KIB) has 7millionM3 and WM has 10millionM3 yearly water allocation from the Koekedouw dam.
- ▶ The CMC has 6 members, 3 from WM & 3 from KIB.
- ▶ The WM contributes 59% (R1 116 126,60 – 19/20 budget)towards the yearly CMC budget .
- ▶ The KIB contributes 41% (R775 613,40 – 19/20 budget) towards the yearly CMC budget.
- ▶ WM already settled its loan for the construction of the Koekedouw dam during 2017.



Role of Koekedouw Irrigation Board (KIB)

- ▶ KIB was formed by the farmers to manage the allocation to the farmers from the Koekedouw dam & consist of farmers.
 - ▶ KIB operates independent from WM & CMC.
 - ▶ The next slide indicates farms part of the KIB water scheme.
 - ▶ The water allocation of the farms Vredebes, with 15ha summer allocation, which belongs to WM, is also managed by KIB, as they do for all the farms on the list.
 - ▶ KIB arranged its own loan for their share of the construction of the Koekedouw dam from Rand Accept Bank (RAB) (R348M)
 - ▶ The new RAB settlement agreement for the construction of the Koekedouw dam now totals (R83M)
- 

History on farm Vredebes water allocation from Koekedouw Dam

- ▶ WM purchased the farm Vredebes during December 2001, for the purpose of a housing development.
- ▶ The farm Vredebes has a water right of 15hectare summer water from the Koekedouw dam via the KIB.
- ▶ The title deed of the farm Vredebes indicates that the farm has a right to water abstraction.
- ▶ The yearly account received by WM from KIB for the 15hectares summer water of the farm Vredebes totalled to R156k for the 2018 financial year, which included the opex cost of KIB and the capex cost for the repayment of the Koekedouw dam construction loan.
- ▶ WM has to repay the outstanding RAB loan as per KIB.
- ▶ As per KIB (as per new settlement agreement with RAB) for the repayment of the farm Vredebes water allocation now totals R889k(the old RAB agreement totalled to R4M) for the 15 hectares summer water.
- ▶ KIB did not submit up to date an agreement signed between the previous owner of the farm Vredebes & KIB, for the loan for the upgrade of the Koekedouw Dam.
- ▶ KIB submitted a new proposal that the water allocation of the farm Vredebes be ceded to upcoming farmers in stead of WM repaying the R889k.

Thank you

**CONSTITUTION OF THE
KOEKEDOUW IRRIGATION BOARD**

1. NAME OF BOARD

The name of the Board is the KOEKEDOUW IRRIGATION BOARD (hereinafter referred to as "the Board").

2. ESTABLISHMENT OF THE BOARD

2.1 The Board was established in terms Section 79 of the Water Act, Act 54 of 1956 ("the Act") for the Koekedouw Irrigation District declared in terms of Section 74(1) of the Act and promulgated in terms of Government Gazette Number 3779 dated 9 February 1973 Regulation No 33/1973.

2.2 In terms of Section 98 (2) of the new Water Act 36 of 1998, the board continues to exist until it is declared to be a water user association in terms of subsection 98 (6) or until it is disestablished in terms of the law by or under which it was established, which law must, for the purpose of such disestablishment, be regarded as not having been repealed by the Water Act 36 of 1998.

3. FUNCTIONS, POWERS AND DUTIES OF THE BOARD

The Board ascribes and adheres to those functions, powers and duties as set out in Section 85 of the Act.

4. PRACTICAL OPERATION OF DAY TO DAY ACTIVITIES OF THE BOARD AND ITS MEMBERS

The Board ascribes and will comply with the provisions of Chapter VI of the Act which forms part of this constitution as being incorporated by reference.

5. INCOME TAX

5.1 In order to obtain exemption from income tax as envisaged in Section 10 (1)(c)(N) of the Income Tax Act, No 58 of 1962, the Board will always comply with the following provisions as set out in Section 30(3)(b) of the Income Tax Act, No 58 of 1962 :

5.1.2 The Board will have a committee, board of management or similar governing body consisting of at least three persons, who are not connected persons in relation to each other, to accept the fiduciary responsibility of that entity;

5.1.2 no single person may directly or indirectly control the decision-making powers relating to the Board;

5.1.3 the Board may not directly or indirectly distribute any of its funds or assets to any person other than in the course of furthering its objectives;

- 5.1.4 the Board is required to utilise substantially the whole of its funds for the sole or principal object for which it has been established;
- 5.1.5 no member may directly or indirectly have any personal or private interest in the Board;
- 5.1.6 substantially the whole of the activities of the Board must be directed to the furtherance of its sole or principal object and not for the specific benefit of an individual member or minority group;
- 5.1.7 the Board may not have a share or other interest in any business, profession or occupation which is carried on by its members;
- 5.1.8 the Board must not pay to any employees, office bearer, member or other person any remuneration, as defined in the Fourth Schedule, which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered;
- 5.1.9 substantially the whole of the Board's funding must be derived from its annual or other long-term members or from an appropriation by the government of the Republic in the national, provincial or local sphere;
- 5.1.10 the Board must as part of its dissolution transfer its assets to-
 - 5.1.10.1 another entity approved by the Commissioner in terms of this section;
 - 5.1.10.2 a public benefit organisation approved in terms of section 30;
 - 5.1.10.3 an institution, board or body which is exempt from tax under section 10(1)(cA)(i); or
 - 5.1.10.4 the government of the Republic in the national, provincial or local sphere;
- 5.1.11 the persons contemplated in paragraph 5.1.2 will submit any amendment of the constitution or written instrument of the Board to the Commissioner within 30 days of its amendment;
- 5.1.12 the Board will comply with such reporting requirements as may be determined by the Commissioner from time to time; and
- 5.1.13 the Board is not knowingly and will not knowingly become a party to, and does not knowingly and will not knowingly permit itself to be used as part of, an impermissible avoidance arrangement contemplated in Part IIA of Chapter II, or a transaction, operation or scheme contemplated in section 103(5).



6. **WINDING UP**

- 6.1 The Board may be dissolved as envisaged in the Act or any other Act to be promulgated in terms of South African Law.
- 6.2 The Board must as part of its dissolution transfer its assets to-
- 6.2.1 another entity approved by the Commissioner in terms of this section;
 - 6.2.2 a public benefit organisation approved in terms of section 30;
 - 6.2.3 an institution, board or body which is exempt from tax under section 10(1)(cA)(i); or
 - 6.2.4 the government of the Republic in the national, provincial or local sphere;

Signed at CERES on 23/10/2018



Chairman: KOEKEDOUW IRRIGATION BOARD

6/2/11/11



WATER VIR CERES

1 - AGTERGROND

Ceres dorp is gedurende die eerste helfte van die neentiende eeu op die walle van die *Dwarsrivier* aangelê en het in 1855 sy beslag as munisipaliteit gekry. Aan die oostekant was dit op die plaas *Rietvalley 364* en aan die westekant op die gebied wat later as die Ceres toekenningsgebied bekend sou word. Die standhoudende *Dwarsrivier*, wat in die suid-westelike hoek van die Ceres-kom met die *Titusrivier* saamvloei, was die aanvanklike waterbron vir die eerste bewoners.

Die inwoners het gou ingesien dat die *Koekedourivier*, wat net noord van Ceres uit die Skurweberge met die *Dwarsrivier* saamvloei, standhoudend en hoog geleë is en water van baie goeie gehalte lewer. Die eerste uitkeer op die *Koekedourivier* is dan ook reeds vroeg in die neentienhonders net bokant die voet van die berg gebou en water is onder swaartekrag daaruit vir die jong gemeenskap aangelê vir huishoudelike gebruik en tuinery.

Hierdie uitkeer is later vervang met 'n beton keerwal en -kanaal hoër op in die rivier. Laasgenoemde was dan ook die bron van water vir Ceres se eerste hidro-elektriese opwekstasie wat net laer af aan die voet van die berg opgerig is. Hierdie stelsel was in gebruik tot in die middel van die twintigste eeu.

Die *Koekedourivier* was van vroeg af aan 'n ideale waterbron vir die laerliggende omgewing waar dit vir dorps- en plaasgebruik aangewend is. Hierdie beginsel is later verder ontwikkel en is vandag steeds van beduidende belang vir die hele gemeenskap.

2 - CERES DAM

Die dorp het gegroei en sy waterbehoefte ook. So is Ceres se eerste dam, die *Ceres dam*, sowat 3 kilometer noord-wes van die dorp as 'n 20 meter hoe en 70 meter lang beton-boogwal dam met 'n bakmaat van 0,4 miljoen kubieke meter in 1953 op die *Koekedourivier* gebou. Vir byna 'n halwe eeu het die *Ceres dam* voldoende water voorsien vir al Ceres se waterbehoefte, wat huishoudelike behoeftes, kleiner nywerhede, hidro-kragopwekking en besproeiing op omliggende plase ingesluit het.

Die *Ceres dam* was van 'n primêre "heweloorloop" voorsien wat tydens reëns kort-kort hoër vloede vir kort periodes losgelaat het. Hierdie ontwerp het veroorsaak dat die watervlak tydens sulke vloede onverwags in die rivier styg tot 'n malende stroom. Dit het oor tyd tot 'n aantal verdrinkings gelei toe mense wat in die verfrissende diep poele in die rivier ontspan het, onverwags deur sulke skielike, sterk vloede oorval is.

Op 29 September 1969 het 'n hewige aardbewing, met lesing 6,3 op die Richterskaal, die omgewing getref. Hierdie skudding, tesame met ligter skuddings daarna op 5 November 1969 en 14 April 1970, het die betonwal beskadig deur krake wat daarin ontstaan het. Die dam kon egter sy funksie bly vervul ten spyte van die krake alhoewel lekkasies deur die krake mettertyd vererger het.

In 1973 het die pas-gestigste *Koekedou besproeiingsraad* begin met 'n winterwater onttrekkingskema vir die besproeiing van 485 hektaar op 23 vrugteplase in die Ceres — P A Hamlet omgewing deur 'n die swaartekrag pyplyn aan die dorp se hoof toevoerpylyn te verbind en so van die kosbare water in elk van die plase se damme te lewer.

Oor die afgelope twee dekades groei die dorp se waterverbruik met gemiddeld 3,5% per jaar, terwyl die *Koekedou besproeiingsraad* begin met samesprekinge met Ceres munisipaliteit met die doel om meer besproeiingswater uit hierdie waterryk bron te ontgin.

In 1986 het damveiligheidswetgewing in Suid Afrika van krag geword en in terme daarvan is die ou *Ceres dam* in 1994 as onveilig verklaar. Dit moes teen hoe koste beveilig of vervang word

3 - GROTER CERES DAM

Die samesprekings tussen Ceres munisipaliteit en die Koekedou besproeiingsraad het gelei tot die stigting van die eerste samewerkingsooreenkoms tussen 'n besproeiingsraad en 'n plaaslike owerheid in Suid Afrika met die doel om 'n dam op eie koste en sonder staats hulp te bou om in al die waterbehoefes van 'n gemeenskap te voorsien.

Ter voorbereiding was dit nodig om eers 'n geskikte toegangspad te bou, gevolg deur 'n stroomop kofferdam om die werking van die ou dam oor te neem nadat laasgenoemde gestoop sou word en totdat die nuwe dam in gebruik geneem kon word. Dit was ook nodig om 'n interim noodwaterskema op te rig in die vorm van verskeie boorgate wat met die dorp se watervoorsieningstelsel verbind is, sowel as 'n verdere reservoer op Groenplaatjies.

Die nuwe wal is 'n geboë massa rotsvul wal, 60 meter hoog en 278 meter lank, met 'n sentrale, regop, 500mm breë asfalt-beton kern. Laasgenoemde ontwerpbeginsel is in Skandinawie ontwikkel en is vir die eerste maal in Afrika by hierdie dam toegepas, veral omdat dit, vanweë 'n gunstige buigbaarheidsfaktor, as 'n geskikte ontwerp vir damwalle binne erkende aardbewingsgebiede beskou word.

Eers is die ondergrondse gebroke en verweerde rotsformasie oor die volle wallengte met ingepomte sement brei verdig tot sowat 40 meter diep onder die normale grondvlak. In die daaropvolgende walbouproses is die asfalt-beton saam met die twee aangrensende filtersones in 200mm dik horisontale lae geplaas en afsonderlik verdig voordat elke volgende laag daarop geplaas kon word. Die res van die walbreedte is terselfdertyd as rotsvul gebou sodat die struktuur as 'n geheel oor die volle lengte en breedte daarvan gegroei het.

Vir die uitlaat is 'n beton tunnel met twee pyplyne daarin onderdeur die wal geplaas met 'n ronde, regop inlaattoring in die damkom. Die toring is vertikaal verdeel in 'n nat en droë skag. Eersgenoemde is met die watervlak in die dam verbind deur roosteropeninge op verskillende vlakke terwyl laasgenoemde voorsien is van elektries-beheerde kleppe op verskillende vlakke waarmee water uit die dam onttrek kan word. Hierdie kleppe is aan 'n regop staalpylp verbind wat waer op sy beurt aan die hoof uitlaatpyp in die tunnel verbind is. Laasgenoemde bedien 'n drukbeheerstelsel net stroomaf van die dam waarvandaan water onder beheerde druk deur die hoofpyplyn varder na die dorp en distrik gelei word. Die verdeelpunt na die twee partye is laer af op hierdie pyplyn.

Verder is die dam met 'n oop sykanaal oorloop toegerus wat vloede op 'n beheerde en verlengde vloedperiode loslaat en nie met kort, hoe-piek vloede soos met die vorige dam nie.

Die watervlak in die dam, vloeitempo's op twee stroomop riviere en na beide partye, poriedrukmeting onder die wal en seismografiese rekords word elektronies gelaas, gemonitor en telemetries na die partye se sentrale Koekedou beheersentrum langs die pad na P A Hamfet versend waar dit verder verwerk en op rekord geplaas word.

Die dam hou 17 miljoen kubieke meter en kan dieselfde volume jaarliks aan die Ceres gemeenskap lewer, tesame met 'n deurvloei van sowat 4 tot 5 miljoen kubieke meter soos wat deur natuurbewaring vir stroomaf behoeftes vereis word, sonder 'n beduidende risiko van ondervoorsiening. Met hierdie dam word die Koekedourivier optimaal benut. Oor die eerste 20 jaar ontvang Ceres munisipaliteit 7 miljoen (41%) en die Koekedou besproeiingsraad 10 miljoen (59%) kubieke meter water per jaar. Daarna word die toekenning 10 en 7 miljoen kubieke meter onderskeidelik. Daar word voorsien dat die dam tot ongeveer die jaar 2030 in die gemeenskap se waterbehoefes kan voorsien.

Die aanbou van die nuwe Groter Ceres dam op dieselfde plek as die ou Ceres dam het in Oktober 1996 begin as 'n gesamentlike onderneming tussen die twee partye. Ceres munisipaliteit en die Koekedou besproeiingsraad dra onderskeidelik in dieselfde verhouding as wat die water toegedeel word, by tot die totale projektkoste van R92 miljoen. Die voltooides dam is op 3 Julie 1998 in gebruik geneem toe daar met opgraving begin is.

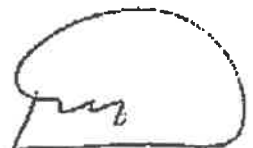
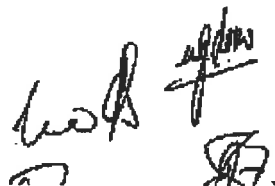
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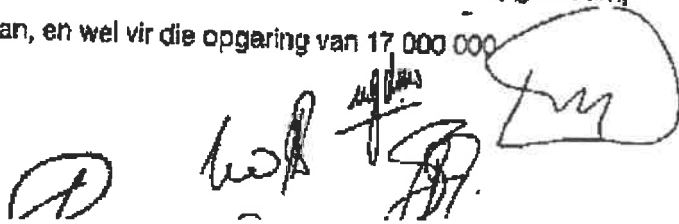
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dag van JULIE in die Jaar van Onse Heer Eenduisend Negehoonderd Ses en
Negentig (1996) voor my,

SYBRAND STRAUSS VAN WYK

van PAARL, PROVINSIE WES-KAAP, Publike Notaris, as sodanig toegelaat en beëdig, en in die
teenwoordigheid van die ondergetekende getules persoonlik verskyn het :



- 1.1 DIE RESTANT van ERF NR 1001 in die Munisipaliteit en Afdeling van CERES, Provinsie Wes-Kaap.
GROOT VOLGENS RESTANT :
GEHOU kragtens Grondbrief NR 89/1933.
- 1.2 GEDEELTE 1 (Wakkerstroom) van die plaas ONDER KOEKEDOUW NR 376 in die Afdeling van CERES, Provinsie Wes-Kaap
GROOT : 939,9397 (NEGE DRIE NEGE KOMMA NEGE DRIE NEGE SEWE) hektaar
GEHOU kragtens Transportakte Nr 4904/1936
2. EN NADEMAAL die voormelde grondstukke en die hiernavermelde Koekedouwrivier binne die CERES-STAATSWATERBEHEERGEBIED geleë is wat kragtens Proklamasie Nr 208 gedateer 31 Augustus 1962 ingestel was, en watter beheergebied deur die Minister van Waterwese en sy departement kragtens artikel 62 van die Waterwet, Nr 54 van 1956 (hierna die WET genoem) beheer en administreer word.
3. EN NADEMAAL die KOEKEDOUW-BESPROEINGSDISTRIK kragtens Goewermentskennisgewing Nr 33/1973 geproklameer was en die Raad daarvan kragtens Goewermentskennisgewing Nr 859/1973 bekleë is met die werksaamhede, pligte en bevoegdhede soos vervat in artikel 89(1)(a),(b),(c),(d),(e),(f),(g),(h) en (j) van die Wet.
4. EN NADEMAAL die MUNISIPALITEIT bekleë is met bevoegdhede soos vervat in artikel 171 en 173 van die Munisipale Ordonnansie, Nr 20 van 1974.
5. EN NADEMAAL die MINISTER VAN WATERWESE EN BOSBOU nou ingevolge artikel 62(2)(a)(i) van die Wet magtiging verleen het vir die bou van die gesamentlike opgaardam, wat as die CERESDAM bekend sal staan, en wel vir die opgaring van 17 000 000



(sewentien miljoen) kubieke meter openbare water in die bedding van die Koekedouwriwler op die MUNISIPALITEIT se voormelde Gedeelte 1 van die plaas ONDER KOEKEDOUW NR 376, met die volgende jaarlikse onttrekkingsregte daaruit, naamlik :

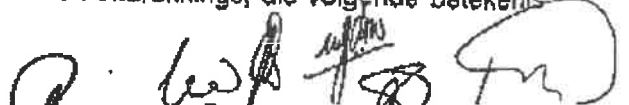
- (a) deur die gemelde BESPROEINGSRAAD 'n vergunning van 7 000 000 (sewe miljoen) kubieke meter water vir besproeiingsdoeleindes, en
- (b) deur die MUNISIPALITEIT 'n vergunning van 10 000 000 (tien miljoen) kubieke meter water vir stedelike en nywerheidsdoeleindes.

6. EN NADEMAAL die partye ooreengekom het om die hiernavermelde gekombineerde waterskema te bou ten einde die voormelde ministeriële vergunnings te kan uitoefen.
7. EN NADEMAAL die MUNISIPALITEIT reeds in 1972 die reg van 'n ondergrondse pypleiding oor die voormelde munisipale eiendomme aan die gemelde BESPROEINGSRAAD verleen het om die water waarop die raad toe uit die Koekedouwriwler geregtig was, na sy besproeiingsdistrik te kan afvoer.
8. EN NADEMAAL die partye op die _____ dag van _____ 199____ onderling ooreengekom het om hulle ooreenkoms te tot skrif te stel, sodat dit geregistreer kan word.

NOU DERHALWE BEVESTIG DIE KOMPARANT DAT SY LASGEWERS SOOS VOLG OOREENGEKOM HET, NAAMLIK :

A. WOORDOMSKRYWINGS :

9. IN hierdie ooreenkoms sal die volgende woorde en uitdrukkings, die volgende betekenis hê, naamlik :



BEHEERGEBIED : "die Ceres Staatswaterbeheergebied."

BESPROEINGSRAAD : "die Koekedouw-Besproeiingsraad."

BESPROEINGSDISTRIK : "die Koekedouw-Besproeiingsdistrik soos dit tans bestaan en hierna uitgebrei mag word."

MINISTER : "die minister van Waterwese en sy departement."

MUNISIPALITEIT : "die munisipaliteit Ceres."

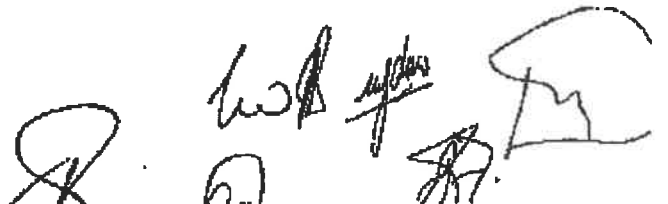
MUNISIPALE EIENDOMME : "die twee grondstukke soos hierbo in paragraaf 1 vermeld."

RIVIER : "die Koekedouwrivier."

WET : "die Waterwet, Nr 54 van 1956."

B. DIE KENMERKE ASOOK DIE KOMPONENTE VAN DIE GEKOMBINEERDE WATERSKEMA :

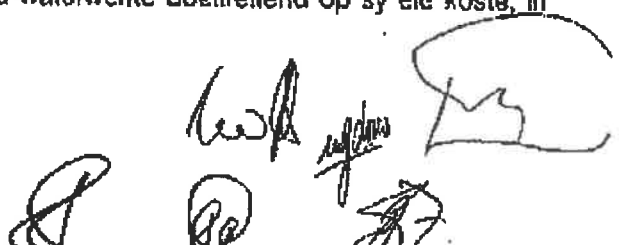
10. DIE PARTYE bevestig dat hulle besluit het om op die voormelde munisipale eiendomme 'n gekombineerde waterskema te bou wat uit die volgende komponente sal bestaan, naamlik :
- (a) die sogenaamde CERESDAM in die bedding van die Koekedouwrivier op die plek van die bestaande munisipale opgaardam, met 'n kapasiteit van sewentien miljoen kubieke meter water, en
 - (b) 'n doeltreffende oorloop vir die dam, en
 - (c) die nodige uillaatwerke vir die water uit die dam, en
 - (d) 'n pyleiding daarvandaan tot by die beheerkamer, en
 - (e) die beheerkamer, en
 - (f) die vloermeter wat in die beheerkamer op elke party se toevoer-pyleiding aangebring sal word, en
 - (g) die meetstasies met vloeregistreerders in die bedding van die rivier, stroomop en stroomaf van die dam, en



- (h) al die instrumente of meganismes wat vir die doeleindes van damveiligheid of waarskuwing teen vloede, nodig mag wees, en
- (i) toegangspaaie tot die voormelde waterwerke, en

11. DIE gemeente CERESDAM sal in die bedding van die Koekedouwrvier gebou word, met die gevolg dat die partye by die voltooiing van die gekomineerde waterskema, die volgende watersituasie voorsien, naamlik :

- (a) dat vir sover hulle daarvoor beheer het, om sorg te dra dat enige en alle water uit die natuurlike opvanggebied van die opgaardam, onbelemmerd daarby sal kan invloei, en
- (b) dat die partye dwarsdeur die jaar water uit die dam sal onttrek, wat beteken dat die CERESDAM nie sal oorloop nie tensy die jaarlikse invloei meer is as die water wat uitgeneem word,
- (c) maar dat die partye nietermin voorsien dat die CERESDAM tog van tyd tot tyd mag oorloop, watter oorloopwater direk stroomaf van die dam in die gemelde rivier teruggesit sal word, en
- (d) dat die nuwe opgaardam te alle tye aan die bepalinge van artikel 9C van die Wet in verband met die veiligheid van damme, sal moet voldoen, en
- (e) dat elke party nog steeds oor sy eie individuele waterwerke sal moet beskik vanaf die punt alwaar die water uit die gesamentlike waterskema verdeel en toegedeel sal word. Elke party moet sy individuele waterwerke doeltreffend op sy eie koste, in stand hou.



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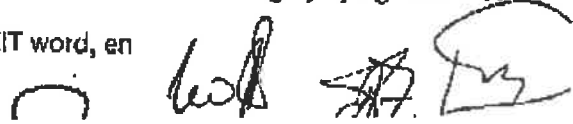
12. DIE partye erken dat die voormelde gekombineerde waterwerke onverdeelbaar is, en dat dit menslik gesproke, tot in lengte van dae moet bestaan en bly voortbestaan. Die partye kom dus ooreen om ewigdurend die hoogste trou teenoor mekaar te openbaar en om in hierdie verband ten minste soos volg te handel :

- (a) om te voorkom dat die water besoedel word, en
- (b) om te verhoed dat die een se regte deur die versuim of die nalatigheid van die ander, aangelas of benadeel sal word, en
- (c) om nie enige water uit die rivier stroomop van die CERESDAM, te neem nie, en
- (d) om sorg te dra dat sou 'n katastrofe die gekombineerde waterwerke tref waarvolgens dit geknou of vernietig word, dat die partye die nodige herstelwerk of die herbou van die gekombineerde waterwerke met bekwarne spoed sal onderneem.

C. KOFFERDAM EN INTERIM WATERSKEMA :

13. DIE partye erken dat 'n Kofferdam in die rivier, tesame met 'n interim waterskema tydens die bou van die gekombineerde waterwerke nodig sal wees, sodat die lewering van water onafgebroke gehandhaaf kan word. Die volgende bepalings sal in hierdie verband geld, naamlik :

- (a) die Kofferdam sal by die ingebruikneming van die gekombineerde waterskema, verwyder word, en
- (b) die waterwerke in verband met die Interim waterskema sal tegelyktydig daarmee die volle elendom van die MUNISIPALITEIT word, en



- (c) die partye sal die boukoste van hierdie interim waterwerke bekostig in die verhouding soos hierbo in paragraaf 24 uiteengesit is.

D. VERLENING VAN SERWITUTE AAN DIE BESPROEIINGSRAAD :

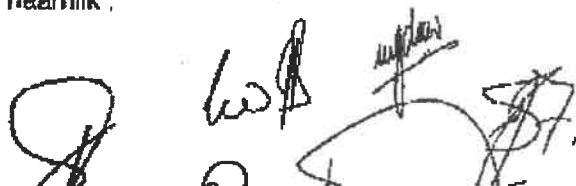
14. DIE gemelde MUNISIPALITEIT, as die geregistreerde eienaar van die voormelde munisipale eiendomme, verleen dus hiermee die volgende permanente serwitute soos dit in artikel 139 van die Wet omskryf word, aan die gemelde BESPROEIINGSRAAD, naamlik :

- (a) die reg van opdamming en opgaring van die water deur middel van die gemelde CERESDAM, en
- (b) die reg van waterleiding vanaf die CERESDAM tot by die plek van verdeling van die water tussen die partye, soos dit onderling ooreengekom is, en
- (c) die verdere reg van die bestaande waterleiding vanaf die voormelde plek van verdeling tot daar waar die Besproeiingsraad se pypeleiding die grens van die gemelde munisipale eiendomme oorstee, en
- (d) die reg van toegang en uitgang aan die BESPROEIINGSRAAD om sy Individuele waterwerke deur middel van sy raadslede, beamptes en gemagtigdes te kan aanbring, te herstel en te vervang.

E. VERDELING VAN DIE BESKIKBARE WATER :

15. DIE water wat per jaar in die CERESDAM beland, word in ooreenstemming met die voormelde ministeriële vergunnings soos volg op 'n permanente grondslag per waterjaar verdeel en toegedeel, naamlik :

- (a) aan die MUNISIPALITEIT, altesaam 10 000 000 (tien miljoen) kubieke meter water, en
 - (b) aan die gemelde BESPROEINGSKANAAL, altesaam 7 000 000 (sewe miljoen) kubieke meter water.
16. DIE partye erken dat hulle 'n aanspreeklikheid het om 'n voldoende hoeveelheid water jaarliks los te laat om in die ekologiese behoeftes van die Koekedouwrvier te voorsien en wel volgens die beslissing van die betrokke staatsdepartement.
17. DIE partye erken egter dat die uitneem, die opgaring en die gebruik van die water, onderworpe is aan die bepalinge en voorwaardes van die toepaslike ministeriële vergunnings of permitte, of enige wysigings daarvan.
18. DIE partye erken verder dat die MINISTER die voormelde vergunnings verleen het met inagneming van die volgende watersituasies, naamlik :
- (a) die regte van die oewergronde wat stroomaf van die CERESDAM geleë is, en
 - (b) om voorsorg te tref dat die rivier-sisteme stroomaf van die dam wens ekologiese redes, nie absoluut drooggelê word nie,
 - (c) met die gevolg dat die hierbovermelde BESTUURSKOMITEE sorg sal moet dra dat sodanige hoeveelhede water, wanneer nodig, uit die CERESDAM afgelaat word.
19. DIE partye sal in 'n waterjaar, wat vanaf 1 Oktober strek, geregtig wees om hulle onderskeie toegedeelde hoeveelhede water (en uitgedruk in miljoen(e) kubieke meter water per maand) soos volg te onttrek, naamlik :



	Okt	Nov	Des	Jan	Feb	Mar	Apr	Mei	Jun	Jul	Aug	Sept	Jaar- likse
Muni- sipa- liteit	,83	,97	1.14	1.31	1.10	1.10	,69	,62	,55	,52	,55	,62	10 m
Besp- roei- ings- raad	,45	,45	,45	,45	,45	,45	,40	,78	,78	,78	,78	,78	7 m

20. DIE MUNISIPALITEIT het egter aangedul dat hy nie voor 1 Oktober 2017 sy toegedeelde tien miljoen kubieke meter water ten volle per waterjaar sal kan benut nie. Die partye het gevolglik onderling ooreengekom dat die gebruiksregte van water in die CERESDAM tot 30 September 2017, (en uitgedruk in dieselfde volumes) soos volg sal wees, naamlik :

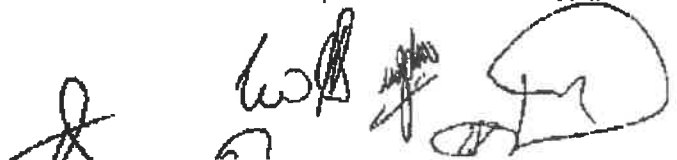
	Okt	Nov	Des	Jan	Feb	Mar	Apr	Mei	Jun	Jul	Aug	Sept	Jaar- likse
Muni- sipa- liteit	,58	,68	,80	,92	,77	,77	,48	,43	,39	,36	,39	,43	7 m
Besp- roei- ings- raad	,95	,95	,95	,95	,95	,95	,40	,78	,78	,78	,78	,78	10 m

21. DIE BESPROEINGSRAAD bevestig dat hy geen aanspraak maak op enige of al die water wat na voltooiing, by die CERESDAM mag oorloop of aldaar mag wegloop nie.
22. DIE taak om sorg te dra dat elke party sy regmatige aandeel van die beskikbare water kry, en hoedat die situasie gehanteer sal word as en wanneer noodsaaklike herstel-of instandhoudingswerk gedoen moet word, word aan die hiernavermelde BESTUURSKOMITEE opgedra.

Handwritten signatures of the Municipal Council and the Irrigation Board, including a large signature on the right.

F. DIE BOUKOSTE EN LANGTERMYNLENINGS :

23. DIE bou van die gekombineerde waterskema sal geskied onder die toesig van die hiernavermelde BESTUURSKOMITEE wat die partye by wyse van 'n onderlinge ooreenkoms, spesiaal vir hierdie doel gestig het en wat hulle beklee het met sodanige werksaamhede, bevoegdhede en pligte as wat nodig geag was.
24. DIE BESTUURSKOMITEE sal by die voltooiing van die gekombineerde waterskema 'n sertifikaat uitreik wat die eindkoste daarvan was. Die partye is, ondanks die verhouding waarop die beskikbare water verdeel word, op die volgende grondslag vir sodanige eindkoste aanspreeklik, naamlik :
- (a) deur die MUNISIPALITEIT vir een en veertig persent (41%) daarvan, en
 - (b) deur die BESPROEINGSRAAD vir nege en vyftig persent (59%) daarvan
25. DIE partye erken en bevestig :
- (a) dat elke party verantwoordelik is vir die finansiering van sy eie kapitaal bydrae, en
 - (b) dat 'n party nie op 'n wyse sekuriteit vir sy eie lening(s) mag verskaf wat die ander party se belange in die skema kan benadeel of potensieel kan benadeel nie.
26. DIE partye verbind hulleself om ter bereiking van die voormelde finansiële oogmerke, te alle tye afsonderlik soos volg te handel, naamlik :
- (a) om jaarliks ingevolge hulle bevoegdhede gereeld en getrou voldoende waterbelastinge en/of waterheffings te hef wat nodig sal wees om die skema te bedryf en om hulle onderskeie leningsverpligtinge volledig na te kom, en
 - (b) om sorg te dra dat daardie belastinge en heffings jaarliks getrou ingevorder sal word, desnoods by wyse van regsprosedure en lastbriewe in eksekusie, en
 - (c) om hulle onderskeie belange en regte in die gekombineerde waterskema vir geen ander doel as vir die betrokke lenings vir die boukoste, spesiaal te verbind of te belas nie.



27. ELKE party onderneem om gedurende die tydperk van konstruksie die nodige fondse op die verhoudelike grondslag, aan die BESTUURSKOMITEE beskikbaar te stel sodat die boukontrakteurs se betalingsertifikate stiptelik betaal kan word.

G. BESTUURSKOMITEE :

28. STIGTING :

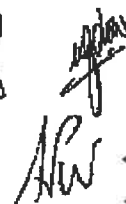
'n Bestuurskomitee bestaande uit ses lede, waarvan drie verteenwoordigers deur elkeen van die partye aangewys sal word, word hiermee gestig, met dien verstande :

- (a) dat elke party sy eie verteenwoordigers van tyd tot tyd skriftelik sal aanwys of verwyder, soos wat dit hom mag behaag, en
- (b) dat elke party van tyd tot tyd 'n spesifieke sekondus (alternatiewe verteenwoordiger) vir elkeen van sy verteenwoordigers, of 'n algemene sekundi in rangorde vir al sy verteenwoordigers, skriftelik mag aanwys, en
- (c) dat enige verwysing na verteenwoordigers in hierdie ooreenkoms ook die sekundi (of alternatiewe verteenwoordigers) sal insluit.

29. WERKSAAMHEDE, BEVOEGDHEDE EN PLIGTE VAN DIE BESTUURSKOMITEE

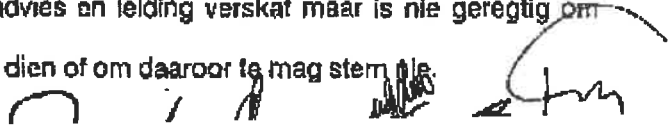
DIE partye beklee die bestuurskomitee met die volgende werksaamhede, bevoegdhede en pligte, naamlik :

- (a) om die waterbronne van die gemelde rivier in alle opsigte te beskerm en toe te sien dat geen party stroomop van die CERESDAM, enige water uit die rivier neem nie, en



- (b) om ondersoek te doen na, en aantekening te hou van die hoeveelhede water wat op die verskillende vloedstadiums by die CERESDAM sal invloei en wat by die oorloop daarvan, mag wegloop, en
- (c) om toesig te hou en beheer uit te oefen oor die verdeling en die toedeling van die beskikbare water, soos wat dit in hierdie ooreenkoms voorgeskryf word, en
- (d) om die voormelde gekombineerde waterwerke te bestuur, te bedryf, te onderhou, en
- (e) om sorg te dra dat die gekombineerde waterwerke te alle tye verseker is teen sodanige risikos as waar toe die partye van tyd tot tyd moet ooreenkoms, en
- (f) om sorg te dra dat die CERESDAM te alle tye aan die voorskrifte vir die veiligheid van damme, sal voldoen, en dat die MUNISIPALITEIT as die dienaar van die grondstuk waarop die dam staan, nie aan uitgawes in verband daarmee, blootgestel word nie, en
- (g) om op 'n jaarlikse grondslag sy finansiële sake soos hiernavermeld, te behartig.
- (h) om enige nodige ooreenkoms te mag sluit,
- (i) om in die algemeen, sodanige take of funksies te verrig as wat die partye by wyse van 'n eenparige besluit aan hom mag opdra.

30. DIE partye is geregtig om van hulle beamptes wat by die watersituasie betrokke is, saam met hulle verteenwoordigers na die vergaderings van die Bestuurskomitee te stuur. Sodanige beamptes mag op versoek, advies en leiding verskaf maar is nie geregtig om oor enige aangelentheid voorstelle in te dien of om daarvoor te mag stem nie.



31. VOORSITTER :

DIE sittende lede van die bestuurskomitee moet 'n VOORSITTER op 'n jaarlikse grondslag eenparig of per geslote stembrieffe uit hulle eie geledere aanwys, met dien verstande :

- (a) dat by 'n staking van stemme, die lot gewerp moet word, in terme van die Regulasies vir bepaling van sake deur loting soos afgekondig in Provinsiale Kennisgewing Nr 228 van 1975, en
- (b) dat die voorsitter nie oor 'n tweede of beslissende stem in verband met enige aangeleentheid sal beskik nie, en
- (c) dat indien die voorsitter nie in staat is om 'n vergadering of 'n gedeelte van 'n vergadering by te woon of daarop voor te sit nie, moet die aanwesige lede uit hulle midde iemand verkies om voor te sit vir die tydperk waartydens die voorsitter afwesig is of nie in staat is om voor te sit nie.

32. SEKRETARIAAT EN PERSONEEL:

DIE BESTUURSKOMITEE sal self vir hom 'n sekretaris asook alle nodige personeel aanstel en hulle diensvoorwaardes bepaal ten einde die voorgeskrewe take te kan verrig.

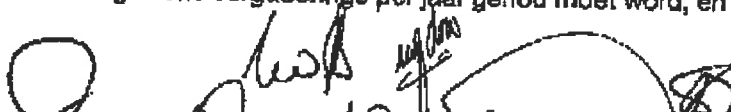
33. KWORUM VIR VERGADERINGS :

TWEE of meer verteenwoordigers van elke party wat by die vergadering van die Bestuurskomitee aanwesig is, maak 'n kworum vir daardie vergadering uit.

34. DIE BYEENROEP VAN EN DIE PROSEDURES OP DIE VERGADERINGS :

DIE gewone vergaderings van die bestuurskomitee word so dikwels en op sodanige tye en plekke gehou as wat die voorsitter daarvan van tyd tot tyd bepaal, maar met dien verstande :

- (a) dat daar ten minste twee gewone vergaderings per jaar gehou moet word, en



- (b) dat die sekretaris die betrokke lode minstens 14 dae voor die tyd skriftelik van die vergadering in kennis moet stel en terselfder tyd van 'n sakdys moet voorsien van die sake wat onder behandeling geneem sal word, en
 - (c) dat die voorsitter na goeëdunke 'n buitengewone vergadering van die Bestuurskomitee kan belê vir die behandeling van spesiale of dringende aangeleenthede, en wel op die tyd en plek wat hy bepaal,
 - (d) maar dat die voorsitter 'n buitengewone vergadering van die Bestuurskomitee moet belê as twee verteenwoordigers van enige party dit skriftelik versoek, en
 - (e) dat die Bestuurskomitee sy eie hulshoudelike reëls vir die hou van sy vergaderings, sal orden.
 - (f) dat die Bestuurskomitee moet poog om sy besluite op 'n konsensus basis te neem met dien verstande dat elke lid slegs een stem het, maar by 'n staking van stemme word die aangeleentheid beslis ooreenkomstig die arbitrasiëklousule van hierdie ooreenkoms.
35. DIE sekretaris moet notule hou van elke formele vergadering van die Bestuurskomitee en sodanige notule moet op die eersvolgende vergadering daarvan behandel word en, indien in orde verklaar, bekragtig word deur die handtekening van die persoon wat op daardie vergadering voor sit.
36. DIE Bestuurskomitee is by wyse van 'n eenparige besluit geregtig, om soos die behoefte mag ontstaan, kundige persone aan te stel en te vergoed ten einde aan hom vakkundige advies te bedien.

H. DIE ADMINISTRASIE EN BEDRYFSKOSTES VAN DIE BESTUURSKOMITEE :



37. DIE partye bevestig dat ondanks die verhouding waarop die beskikbare water verdeel is, dat hulle in die verhouding van

- EEN EN VEERTIG PERSENT (41%) vir die MUNISIPALITEIT, en
- NEGE EN VYFTIG PERSENT (59%) vir die gemelde BESPROEINGSRAAD,

vir die volgende uitgawes aanspreeklik sal wees, naamlik

- (a) die lopende administrasie en die bedryfskoste van die gekombineerde waterskema, en
- (b) die uitgawes wat van tyd tot tyd aangegaan moet word om aan die veiligheid van die CERESDAM te voldoen, en
- (c) enige eise vir skadevergoeding wat mag voortspruit uit 'n handelling of 'n versuim van die BESTUURSKOMITEE.

38. HIERDIE verhoudelike aanspreeklikheid sal voortduur vir 'n tydperk van twintig (20) jaar vanaf 1 Oktober 1997 tot 30 September 2017.

39. DIE partye kom ooreen dat die uitgawes waarna hierbo in paragraaf 37 verwys word met ingang van 1 Oktober 2017 op 'n permanente grondslag soos volg gedra sal word, naamlik :

- NEGE-EN-VYFTIG PERSENT (59%) deur die MUNISIPALITEIT, en
- EEN-EN-VEERTIG PERSENT (41%) deur die BESPROEINGSRAAD.

40. DIE Bestuurskomitee sal die fondse wat hy benodig, verkry deur soos volg te handel, naamlik :

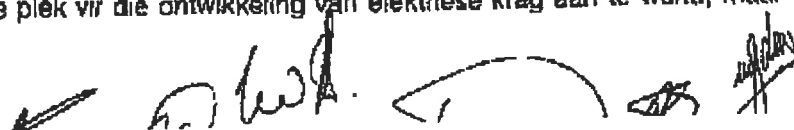
- (a) om jaarliks 'n begroting van sy verwagte uitgawes op te stel en goed te keur, en



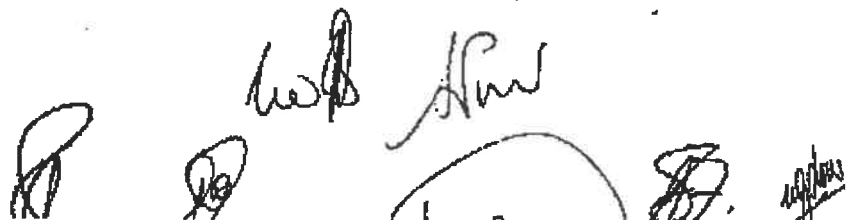
- (b) om namate nuwe gebeurlikhede daarna mag opdulk, om aanvullende begrotings te mag opstel en dit goed te keur, en
- (c) om rekenings aan elke party te lewer synde sy aandeel van die kostes en om te stipuleer wanneer dit betaal moet wees.
41. DIE Bestuurskomitee word gemagtig om in sy naam 'n banktjekrekening en/of depositorekening by 'n bankinstelling volgens sy keuse te open en om in hierdie verband self te besluit :
- (a) wie tekenmagte op daardie rekenings sal hê, en
- (b) op watter wyse die betaalde rekeninge aan die Bestuurskomitee vir bekragtiging voorgelê sal word.
42. DIE Bestuurskomitee sal aan die hand van erkende boekhoukundige beginsels boekhou van sy inkomstes en uitgawes, en sal vir die doeleindes daarvan :
- (a) jaarliks finansiële state opstel en goedkeur, en
- (b) 'n geotrooleerde rekenmeester aanstel om sodanige state te oudit en te sertifiseer.

I. ALGEMENE BEPALINGS :

43. DIE partye herroep en kanselleer hiermee die twee bestaande ooreenkomste gedateer 23 Junie 1972 en 13 September 1974 wat tussen hulle in verband met die gebruik van die water van die rivier gesluit was.
44. TOESTEMMING word aan die MUNISIPALITEIT verleen om die beskikbare water van die CERESDAM in die eerste plek vir die ontwikkeling van elektriese krag aan te wend, maar met dien verstande :



- (a) dat die hoeveelheid water wat aan die BESPROEINGSRAAD toekom, geensins as gevolg daarvan verminder sal word nie, en
- (b) dat die BESPROEINGSRAAD die uitsluitelike reg behou om te bepaal hoeveel water hyself per dag binne die raamwerk van die voormelde vloei-partrone, benodig.
45. GEEN vergoeding word deur die BESPROEINGSRAAD aan die MUNISIPALITEIT vir die verkryging van die voormelde serwitute betaal nie.
46. BY die bepaling van die eindkoste van die gekombineerde waterskema sal geen waarde vir die munisipale gronde waarop daardie werke staan, bygereken word nie.
47. DIE partye bevestig dat die waterregte van laerliggende eiendomme langs die rivier, nie as gevolg van hierdie ooreenkoms benadeel sal word nie. Die Bestuurskomitee moet hom by die erkenning van enige sodanige waterregte, deur die MINISTER laat lei deurdat hy die watersituasie binne die BEHEERGEBIED kragtens artikel 62 van die Wet, administreer.
48. DIE regte wat hierkragtens verleen en verkry is, sal ewigdurend geld en sal dus bindend wees op die opvolgers-in-titel van beide partye.
- J. ARBITRASIE :
49. INDIEN daar te enige tyd 'n enige geskil tussen die partye ontstaan met betrekking tot die vertolking of uitvoering van hierdie ooreenkoms of met betrekking tot enige ander aangeleentheid wat daaruit voortspruit, sal sodanige geskil by wyse van arbitrasie ingevolge die bepallings van die Arbitrasiewet, 1965 (Wet 42/1965) beslis word.



K. KANSELLASIE VAN HIERDIE OOREENKOMS :

50. DIE partye kom ooreen dat indien die partye hierna sou besluit dat hulle nie met die bou van die voorgestelde gekombineerde waterskema sal voortgaan nie, dan en so 'n geval sal hierdie ooreenkoms verval en sal die huidige watersituasie en die regte en verpligtinge in verband daarmee, onveranderd van krag bly.

L. REGISTRASIE VAN OOREENKOMS :

51. DIE partye het ooreengekom om hierdie akte teen die MUNISIPALITEIT se betrokke transportakte in die Aktekantoor te Kaapstad te laat registreer.

52. DIE kostes vir die neem van die instruksies, die opstelling en die onderhandelings vir die goedkeuring van hierdie ooreenkoms, asook die registrasie daarvan, vorm 'n deel van die eindkoste van die gekombineerde waterskema, en word dus bekostig in die verhouding soos hierbo in paragraaf 37 uiteengesit.

ALDUS GEDOEN en OOREENGEKOM te PAARL op die dag in die maand en jaar soos aan die begin hiervan vermeld in die teenwoordigheid van die ondergetekende getuies. -

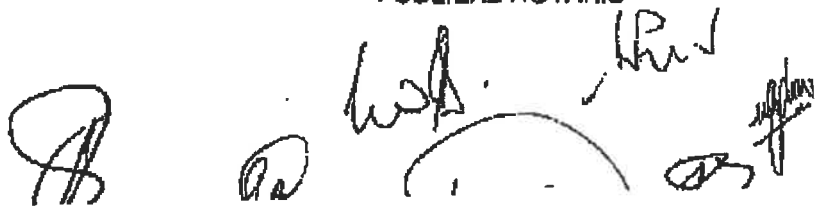
AS GETUIES :

1. _____

QUOD ATTESTOR

2. _____

PUBLIEKE NOTARIS



SPESIALE PROKURASIE

*Geberg deur by
Sekuriteite 140/26*

ONS, die ondergetekendes

MUNISIPALITEIT CERES

hierin verteenwoordig deur DANIEL SOLOMON WILDSCHUTT en DANIEL DU PLESSIS
in hulle onderskeie hoedanighede as die Burgermeester en Stadsklerk
en behoorlik daartoe gemagtig.

EN

KOEKEDOUW-BESPROEINGSRAAD

hierin verteenwoordig deur JOHANNES STEPHANUS FRICK EN ADRIAN PETRUS
WOLFAARDT

in hulle onderskeie hoedanighede as die Voorsitter en die Vise-Voorsitter
en behoorlik daartoe gemagtig.

stel hiermee aan :


met mag van substitusie om ons wettige Prokureur en Agent te wees in ons naam, plek en
stede, voor 'n Publieke Notaris te FAARL of waar ookal die voorgestelde Serwituutakte wat
volgens AANHANGSEL A hierby aangeheg word te onderteken en uit te voer. Ons het
AANHANGSEL A vir identifikasiedoeleindes geparafeer.

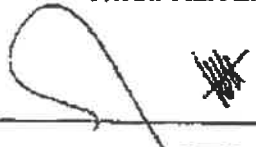
en in die algemeen, ten einde voorgenoemde doeleindes uit te voer, te doen of te laat doen al
wat nodig is, net so volmaak en doeltreffend asof ons self teenwoordig was en hierin
gehandel het, en bekragtig hiermee alles wat ons genoemde Prokureur en Agent uit krag
hiervan wettiglik doen of laat doen.

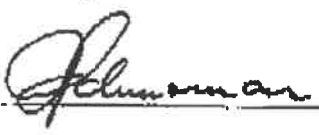
GETEKEN te _____ op hierdie _____ dag van JULIE 1996, in
teenwoordigheid van die ondergetekende getuies.


AS GETUIES :

nms DIE MUNISIPALITEIT

1. 



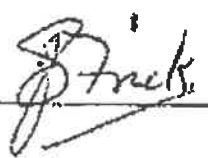
2. 



AS GETUIES :

nms DIE BESPROEINGSRAAD

1. 



D. . D

D.

SPESIALE PROKURASIE

Geberg deur by
Sekuriteite 140/PL

ONS, die ondergetekendes

MUNISIPALITEIT CERES

hierin verteenwoordig deur **DANIËL SOLOMON WILDSCHUTT** en **DANIËL DU PLESSIS** in hulle onderskeie hoedanighede as die Burgermeester en Stadsklerk en behoorlik daartoe gemagtig.

EN

KOEKEDOUW-BESPROEINGSRAAD

hierin verteenwoordig deur **JOHANNES STEPHANUS FRICK** EN **ADRIAN PETRUS WOLFAARDT** in hulle onderskeie hoedanighede as die Voorster en die Vise-Voorster en behoorlik daartoe gemagtig.

stel hiermee aan :

met mag van substitusie om ons wettige Prokureur en Agent te wees in ons naam, plek en stede, voor 'n Publieke Notaris te **PAARL** of waar ookal die voorgestelde Serwituutakte wat volgens **AANHANGSEL A** hierby aangeheg word te ondertaken en uit te voer. Ons het **AANHANGSEL A** vir Identifikasiedoeleindes geparafeer.

en in die algemeen, ten einde voorgenoemde doeleindes uit te voer, te doen of te laat doen al wat nodig is, net so volmaak en doeltreffend asof ons self teenwoordig was en hierin gehandel het, en bekragtig hiermee alles wat ons genoemde Prokureur en Agent uit krag hiervan wettiglik doen of laat doen.

GETEKEN te _____ op hierdie _____ dag van **JULIE 1996**, in teenwoordigheid van die ondergetekende getuies.

AS GETUIES :

oms **DIE MUNISIPALITEIT**

1. _____
[Handwritten signature]

2. _____
[Handwritten signature]

AS GETUIES :

oms **DIE BESPROEINGSRAAD**

1. _____
[Handwritten signature]

[Handwritten initials]

[Handwritten initials]

7.4.2 Swapping of water rights between Witzenberg Municipality and the Koekedouw Irrigation Board with regard to Ceres Dam (16/2/1/1/1)

Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 16 April 2008, refers.

The following report, dated 3 March 2008, was received from the Director: Corporate Services:

"Background

In and during 1986 dam safety legislation was passed and became applicable to all major dams. The old Ceres Dam was eventually declared unsafe in 1994. It was recommended that a new dam be built, or repaired, both at high cost. After lengthy negotiations and discussions between the municipality and the Koekedouw Irrigation Board, the parties agreed on a joint venture to build the Ceres Dam. The detailed background and signed agreement are attached hereto as annexure 7.4.2.

In building the dam, the calculated cost to the Irrigation Board and municipality was to be shared in proportion to their initial water allocation of 10 million m³ and 7 million m³ respectively. The final cost of the dam amounted to R94 million and was shared in the ratio of 59 % to the farmers and 41 % to the municipality. The agreement between the parties required that, in 2017, the ratio of water allocation be reversed, that is 41 % to the farmers and 59 % to the municipality, without compensation to the farmers. In a study (investigation) done by the farmers, it was concluded "that liquidation of some of the farms under the scheme is possible, especially in the event of a bad season, and that a domino collapse might result placing the entire scheme in jeopardy. Some thought should be given to facilitating a favourable outcome for these farmers." The farmers have approached Rand Merchant Bank to reschedule their repayment loans as a strategy to a favourable outcome.

Rand Merchant Bank gave an indication of their willingness if the proportion of water remains the same after 2017. The farmers (Irrigation Board) are now requesting Council to keep the status quo intact after 2017.

Deliberation

Additional to the farmers' capacity of 59 % of the capital cost of the dam, they were also liable to invest in a new reticulation system able to cope with the distribution of the additional water. The cost of this system amounted to R10 million. Rand Merchant Bank financed the farmers' portion at an interest rate of 14, 5 % on an escalating instalment plan. During the planning stages various factors were taken into consideration, inter alia:

- The construction cost would be R53 million (eventually it cost R104 million).
- The future of the deciduous industry would bloom (proper).
- Inflation was in its early teens and a continually softening Rand was entrenched in the economic thinking of the time.
- The Ceres Municipality was in credit and not foreseeing the amalgamation with the smaller, poorer and indebted municipalities.
- Inflation rates were unpredictable at the time – a factor which caused the policy-makers to decide on a fixed interest rate.

The passing years have revealed all underlying predictions to be incorrect. This has had a particularly detrimental effect on both the farmers and the municipality. The adverse financial implications it has had on the municipality had been widely recorded, especially during the IDP processes of the last year.

For a number of years the deciduous industry was in a major recess, so much so that we saw a number of farms being liquidated. The agri sector is one of the biggest contributors to the economy of the Witzenberg region. From early 2007 there seems to be a turnaround within the industry. The farmers of the scheme are however still handicapped because of excessive cost of the water per hectare. It is said that this scheme's water to commercial farmers is the most expensive in the country. A farm using only Koekedouw water will on average break even and therefore be seriously exposed to risk of collapse in a bad season, offering no return to the owner.

The farmers of the scheme have been involved in extensive negotiations with Rand Merchant Bank to reschedule down payment to the bank. The bank however, contends that their security will be at serious risk if the loans are rescheduled and the status quo not be maintained after 2017. If the Council accedes to the request of the farmers, the bank will reschedule, effectively reducing the risk of the farmers.

Our Messrs. James Fortuin and Sabatha Shongwe were also part of the discussions with Rand Merchant Bank. At the meeting they requested the farmers to make a meaningful proposal to compensate Council, because the extra water could be regarded as an asset. The farmers are of the opinion that they are not in a financial position to compensate the municipality, and further that the municipality would definitely not consume the increased allocation. The social trends have shown the municipality to be a slow growth area.

Financial implications

The Council will be responsible for 59 % of the operational costs after 2017.

Legal implications

A signed legal agreement is applicable."

Die Komitee besluit dat 'n kundige aangestel word om die aangeleentheid te ondersoek en 'n voordelige opsie vir beide Witzenberg Munisipaliteit en Ceres Koekedouw Besproeiingsraad te bepaal. Verder dat die Ceres Koekedouw Besproeiingsraad om 'n voorlegging met betrekking tot die aangeleentheid aan die Raad te doen.

The Committee for Corporate and Financial Services resolved on 16 April 2008 that the matter be referred to Senior Management for an in-depth investigation with regard to all aspects and that the possible options be tabled again.

The matter was also discussed by the Committee for Corporate and Financial Services on 21 May 2008 under Outstanding Matters and it was resolved:

- (a) That the acting Municipal Manager, in liaison with the Executive Mayor, schedules a meeting with the Koekedouw Irrigation Board.
- (b) That cognisance be taken of possible new proposals from the Koekedouw Irrigation Board, and that the matter therefore be referred to the Executive Mayoral Committee for further attention and disposal.

RESOLVED (27/06/2008)

That Senior Management investigate the matter with regard to the swapping of water rights between Witzenberg Municipality and the Koekedouw Irrigation Board and submit a report to the Executive Mayoral Committee.

Client no.: 9004731

Witzenberg Municipality (WCO22)
50 Voortrekker Street
P.O. Box 44
Ceres 6835
Republic of South Africa



Date: 09.07.2019

VAT Registration
No: 4260126711

ACCOUNT STATEMENT

Page 7 of 13

FINANCIAL TERMS

Client	9004731	Witzenberg Municipality (WCO22) (25877)
Programme		
Operation	12001963	Project
Product	61001111	Loan (10525/104)
Product Type	D61	Loan (10525/104) (Normal)
Period	20.00 Year(s)	Redemption Date: 31.03.2017
Capital Grace Period	-	
Interest Grace Period	13.50 Year(s)	From 01.04.1997 to 30.09.2010
Repayment Method	Equal Installments	
Currency	ZAR	
Next Interest Repayment		
Next Capital Repayment		
Interest Repayment Frequency	6 Month(s)	
Capital Repayment Frequency	6 Month(s)	

INTEREST

Item	Loan	Arrears
Interest Method	Fixed	Fixed
Interest Base Days	365	365
Interest Rate Reference	-	-
Current Base Interest Rate	0.00000	0.00000
Margin	0.00000	12.90000
Total Current Interest Rate	0.00000	12.90000
Interest Reset Frequency	-	-
Interest Capitalisation Frequency	6 Month(s)	6 Month(s)

DEBT ANALYSIS

Item	Amount
Capital (incl. Cap Interest)	0.00
Loan: Acc Interest	0.00
Arrears: Capital	0.00
Arrears: Interest	0.00
Fees:	0.00
Total Indebtedness To DBSA	0.00

AVAILABLE AMOUNTS

Item	Amount
Original Loan Amount	28,490,000.00
Adjusted +/-	0.00
Adjusted Loan Amount	28,490,000.00
Disbursed Amount	28,490,000.00
Rescheduled Amount	0.00
Claimable Balance	0.00

PJ Moleketi (Chairman), FM Baleni (Deputy Chairman),
PK Dlamini* (Chief Executive), Z Monnakgotla, B Mosako*, G Mtetwa,
B Mudavanhu, B Ndamase, L Nematswerani, MT Ngqaleni,
L Noge-Tungamirai, P Nqeto, M J van Rensburg, A Sing, M Swilling.

*Executive

Bathobile Sowazi (Company Secretary)

T. +27 11 313 3911
F. +27 11 313 3086
www.dbsa.org

Development Bank of Southern Africa
1258 Lever Road Headway Hill, Midrand
PO Box 1234 Halfway House, Midrand
1685, South Africa, Gauteng

LOAN ACCOUNT

Loan 61001111	Interest Rate	Posting Date	Value Date	Capital	Interest Accrued	Interest Capitalized	Total	Balance Incl. Accruals	Balance Excl. Accruals
Opening Balance AS AT 30.06.2018				-418,671.68	0.00	418,671.68	0.00	0.00	0.00
TOTAL AS AT 30.06.2019				-418,671.68	0.00	418,671.68	0.00	0.00	0.00

ARREAR ACCOUNT

Arrears 61001111	Interest Rate	Posting Date	Value Date	Capital	Interest Accrued	Interest Capitalized	Total	Balance Incl. Accruals	Balance Excl. Accruals
Opening Balance AS AT 30.06.2018				0.00	0.00	0.00	0.00	0.00	0.00
TOTAL AS AT 30.06.2019				0.00	0.00	0.00	0.00	0.00	0.00

AGE ANALYSIS - ARREARS

Current	31-90 Days	91-180 Days	181-365 Days	365+ Days	Total
0.00	0.00	0.00	0.00	0.00	0.00

032253 Ceres Koekedouw Bestuurskomitee
110055 Koekedouw Besproeiingsraad
110962 Koekedouw Bestuursmaatskappy

CS-F003F Creditor Name and Address Details

Local Authority	CER
Creditor Number :	032253
Name ID	
Name	CERES.KOEKEDOUW BESTUURSKOMITEE
Language	A
Postal Address:	Street Address:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postal Code:	Fax No.:
<input type="text"/>	<input type="text"/>
Work Tel. No.:	Bank Name
<input type="text"/>	<input type="text"/>
Type Of Payment : A	Bank Code
<input type="text"/>	<input type="text"/>
Regist. For VAT?: Y 4060072338	Bank Account No.
<input type="text"/>	<input type="text"/>
Contact Person	Type Of Account : 1
<input type="text"/>	<input type="text"/>
Cellphone No.	ACB or BDB A
<input type="text"/>	<input type="text"/>
NER Service	Name On Bank Account:
<input type="text"/>	<input type="text"/>
	ACB Comment WITZENBERG MUN
	<input type="text"/>

Exit/Cancel Update/Select Options Help

CS-F003F Creditor Name and Address Details

Local Authority	CER
Creditor Number :	110055
Name ID	
Name	KOEKEDOUW BESPROEINGSRAAD
Language	A
Postal Address:	Street Address:
P/A PRICE WATERHOUSE COOPERS	P/A PRICE WATERHOUSE COOPERS
VOORTREKKERSTRAAT 58	VOORTREKKERSTRAAT 58
CERES	CERES
Postal Code: 6835	Fax No. 0233161368
Work Tel. No.: 0233121140	Bank Name
<input type="text"/>	<input type="text"/>
Type Of Payment : A	Bank Code
<input type="text"/>	<input type="text"/>
Regist. For VAT?: Y 4490193846	Bank Account No.
<input type="text"/>	<input type="text"/>
Contact Person	Type Of Account : 1
<input type="text"/>	<input type="text"/>
Cellphone No.	ACB or BDB A
<input type="text"/>	<input type="text"/>
NER Service	Name On Bank Account:
<input type="text"/>	<input type="text"/>
	ACB Comment WITZENBERG MUN
	<input type="text"/>

Exit/Cancel Update/Select Options Help

CS-F003F Creditor Name and Address Details

Local Authority: CER
Creditor Number: 110962
Name ID:
Name: KOEKEDOUW BESTUURSMAATSKAPPY
Language: A

Postal Address:
POSBUS 99
CERES
Postal Code: 6835

Street Address:
POSBUS 99
CERES
Fax No.: 0233161368

Work Tel. No.: 0233121140
Type Of Payment: A
Regist. For VAT?: Y 4490193846

Bank Name: [REDACTED]
Bank Code: [REDACTED]
Bank Account No: [REDACTED]

Contact Person: [REDACTED]

Type Of Account: 1
ACB or BDB: A
Name On Bank Account:

Cellphone No.: [REDACTED]
NER Service: [REDACTED]
ACB Comment: KOEKEDOUW BESTUURSMAATSKAPPY
WITZENBERG MUN

Exit/Cancel Update/Select Options Help

10,347,128.53

Creditor No	Creditor Name	Remittance No	Remittance Date	Order No	Inv Date	Total	Description/Comment	Financial Year
32253	CERES KOEKEDOUW BESTUURSKOMITEE	54606	20070301	10039862	20070301	535,813.00	UITSTAANDE GELDE	2006
32253	CERES KOEKEDOUW BESTUURSKOMITEE	67485	20080818	10053402	20080808	323,413.44	LOPENDE KOSTE VERHAAL VIR DIE JAAR GEINDIG 30.06	2008
32253	CERES KOEKEDOUW BESTUURSKOMITEE	77652	20090916	10063744	20090915	344,314.11	LOPENDE KOSTE VERHAAL VIR DIE JAAR GEEINDIG 30/06/	2009
32253	CERES KOEKEDOUW BESTUURSKOMITEE	85467	20100629	90162	20100604	408,284.18	LOPENDE KOSTE VERHAAL VIR DIE JAAR GEEINDIG 30 JUN	2009
32253	CERES KOEKEDOUW BESTUURSKOMITEE	92287	20110303	10077842	20110123	464,901.70	LOPENDE KOSTE VIR DIE JAAR GEEINDIG 30 JUNIE 2010	2010
32253	CERES KOEKEDOUW BESTUURSKOMITEE	92287	20110303	10077843	20110123	208,942.67	ORDDRAG NA KAPITAALREKENING	2010
32253	CERES KOEKEDOUW BESTUURSKOMITEE	92287	20110303	10077844	20110123	375,056.25	BEGROTING JULIE 2010-JUNIE 2011	2010
32253	CERES KOEKEDOUW BESTUURSKOMITEE	126882	20140716	126930	20140617	624,738.15	SBRI REKENNINGE VAN CKB	2014
32253	CERES KOEKEDOUW BESTUURSKOMITEE	134604	20150625	134042	20150601	183,231.74	HAWLET WATER PROJEK: FASE 2: INV 21	2014
32253	CERES KOEKEDOUW BESTUURSKOMITEE	141343	20160603	140495	20160603	758,295.41	PLAASLIKE INGENIEUR	2015
32253	CERES KOEKEDOUW BESTUURSKOMITEE	141343	20160603	140495	20160201	888,883.56	LOPENDE KOSTE 2013/2014	2015
32253	CERES KOEKEDOUW BESTUURSKOMITEE	141343	20160603	140495	20160201	437,010.21	LOPENDE KOSTE 2014/2015	2015
32253	CERES KOEKEDOUW BESTUURSKOMITEE	141343	20160603	140500	20160201	629,925.26	LOPENDE KOSTE 2015/2016	2015
32253	CERES KOEKEDOUW BESTUURSKOMITEE	142041	20160714	10122839	20111130	285,558.41	CKB LOPENDE KOSTES	2016
32253	CERES KOEKEDOUW BESTUURSKOMITEE	143440	20160922	142124	20160801	613,365.28	LOPENDE KOSTE VERHAAL-INV 000054	2016
32253	CERES KOEKEDOUW BESTUURSKOMITEE	151818	20171019	149176	20170731	550,198.20	LOPENDE KOSTE VERHAAL 2017/2018	2017
32253	CERES KOEKEDOUW BESTUURSKOMITEE	151818	20171019	149176	20170731	205,481.03	LOPENDE KOSTE VERHAAL 2017/2018	2017
32253	CERES KOEKEDOUW BESTUURSKOMITEE	154957	20180308	151863	20171128	168,264.00	ADDITIONELE LOPENDE KOSTES FIN JAAR 2016/2017 INV1	2017
32253	CERES KOEKEDOUW BESTUURSKOMITEE	159114	20180928	155871	20180701	732,929.50	LOPENDE KOSTE VERHAAL 59% VAN R 1559 184.00 2018/2	2018
32253	CERES KOEKEDOUW BESTUURSKOMITEE	159114	20180928	155871	20180701	324,976.84	LOPENDE KOSTE VERHAAL 59% VAN R 1559 184.00 2018/2	2018
32253	CERES KOEKEDOUW BESTUURSKOMITEE	165821	20190830	161122	20190730	732,929.50	LOPENDE KOSTE VERHAAL 59%	2019
32253	CERES KOEKEDOUW BESTUURSKOMITEE	165821	20190830	161122	20190730	550,616.09	LOPENDE KOSTE VERHAAL 59%	2019

2,539,163.78

Creditor No	Creditor Name	Remittance Date	Order No	Inv Date	Total	Description/Comment	Financial Year
110055	KOEKEDOUW BESPROEINGSRAAD	20040129	10009472	20040129	25,000.00	BETALING T.O.V UITSTAANDE BALANS	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040212	10009687	20040211	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040318	10010493	20040317	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040407	10010959	20040406	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040513	10011641	20040513	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040527	10011941	20040526	25,000.00	MUN WITZ / KOEKEDOUW	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040610	10012199	20040609	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040617	10012317	20040617	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040630	10012601	20040630	25,000.00	MUN WITZ / KOEKEDOUW BESPR	2003
110055	KOEKEDOUW BESPROEINGSRAAD	20040826	10013612	20040825	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20040930	10014399	20040929	25,000.00	MUN WITZ	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20041021	10014808	20041021	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20041028	10014892	20041028	25,000.00	KOEKEDOUW BESPROEINGSRAAD	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20041125	10015491	20041125	25,000.00	MUN WITZENBERG / KOEKEDOUW BESPROEINGSRAAD	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20041229	10016269	20041228	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20050120	10016774	20050119	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20050203	10017332	20050202	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20050224	10017695	20050223	25,000.00	MUN WITZ / KOEKEDOUW BESPROEINGSRAAD	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20050310	10018249	20050310	25,000.00	MUN WITZ / KOEKEDOU	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20050323	10018473	20050323	212,481.00	KOEKEDOUW BESTUURSKOMITTEE	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20050323	10018474	20050323	242,207.00	KOEKEDOUW BESTUURSKOMITTEE	2004
110055	KOEKEDOUW BESPROEINGSRAAD	20050818	10022687	20050818	25,000.00	KOEKEDOUW BESTUURSKOMITTEE	2005
110055	KOEKEDOUW BESPROEINGSRAAD	20050915	10023448	20050914	25,000.00	KOEKEDOUW BESTUURSKOMITTEE	2005
110055	KOEKEDOUW BESPROEINGSRAAD	20060202	10027712	20060202	215,813.12	KOEKEDOUW DAM	2005
110055	KOEKEDOUW BESPROEINGSRAAD	20060824	10033544	20060822	82,563.25	KOEKEDOUW DAM	2006
110055	KOEKEDOUW BESPROEINGSRAAD	20070724	10043595	20070630	86,667.25	BELASTINGS06 IN LIKWIDASIE	2007
110055	KOEKEDOUW BESPROEINGSRAAD	20080724	71874	20080620	90,149.49	BELASING 2008 NJ BASSON VREDEBES	2008
110055	KOEKEDOUW BESPROEINGSRAAD	20161024	143035	20160731	127,745.55	WATERBELASTING GEHEF	2016
110055	KOEKEDOUW BESPROEINGSRAAD	20161024	143035	20160630	134,123.85	WATERBELASTING	2016
110055	KOEKEDOUW BESPROEINGSRAAD	20170727	147919	20170701	140,220.00	WATERBELASTING JUL17/18	2017
110055	KOEKEDOUW BESPROEINGSRAAD	20170727	147919	20170701	1,539.00	HEFFINGS SOMERWATER	2017
110055	KOEKEDOUW BESPROEINGSRAAD	20190318	158516	20180705	155,871.00	WATERBELASTING SOMER @ R9036/HA - 15HA VREDEBES	2018
110962	KOEKEDOUW BESTUURSMATSKAPPY	20100722	10072063	20100722	94,649.01	BELASTING 2009	2010
110962	KOEKEDOUW BESTUURSMATSKAPPY	20100722	10072064	20100722	99,608.36	BELASTING 2010	2010
110962	KOEKEDOUW BESTUURSMATSKAPPY	20130117	10095753	20120630	109,876.05	SOMERWATER BELASTING HEFFING	2012
110962	KOEKEDOUW BESTUURSMATSKAPPY	20130117	10095753	20120630	104,652.00	SOMERWATER BELASTING HEFFING	2012
110962	KOEKEDOUW BESTUURSMATSKAPPY	20130816	10101051	20130815	115,997.85	WATERBELASTING GEHEF, WATERHULPBRON, NAVORSING	2013

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 21 OCTOBER 2019 AT 15h00.

PRESENT

Councillors

M. Jacobs (Chairperson)
C. Lottering
Alderman J. Schuurman

Officials

Mr. D. Nasson (Municipal Manager)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. J Barnard (Director: Technical Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Councillor C. Lottering to open the meeting with a prayer.

NOTED

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

Applications for leave of absence from the meeting were received from Councillors P. Heradien (ICOSA) and G. Laban (WA).

RESOLVED

that the applications for leave of absence from the meeting, received from Councillors P. Heradien (ICOSA) and G. Laban (WA), be approved and accepted.

3. RESERVED POWERS

3.1 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, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.

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 Rand Merchant Bank 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 3.1(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 3.1(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 Rand Merchant Bank.

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 3.1(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 Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the

Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

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 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 3.1(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 3.1(e)**.

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 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Chairperson constitute the meeting that:

- (a) This is only a planning meeting in respect of Council's resolution taken on 23 August 2019: Item 4.4: with regard to an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.
- (b) To keep the members of the MPAC and Senior Management informed.
- (c) To sensitize every one of the sensitivity of the matter; and
- (d) To avoid that people from outside cross question the members and / or Senior Management in respect of the matter whilst the investigation is in process.

MODUS OPERANDI WITH REGARD TO THE INVESTIGATION

The Municipal Manager provided a background of the history of the matter and mentioned that his version is only secondary and based on hearsay. One of the role players at the time, and a member of MPAC, is Alderman J.W. Schuurman. Many others left the business or passed away. The municipality is a member of both the Koekedouwdam Irrigation Board (KBI) and the Koekedouwdam Management Board (KMB).

On request of the Chairperson the Municipal Manager explained who is the:

- (a) Koekedouwdam Management Board (KMB)
- (b) Koekedouwdam Irrigation Board (KIB) and
- (c) Rand Merchant Bank (RMB)

The Koekedouw Management Board is a sort of joint venture between the KIB and the former Ceres Municipality and was established in the time of Witzenberg Municipality. The parties agreed to build the Koekedouwdam and each party agreed to contribute to the building of the dam. The Ceres Municipality and the KIB agreed to take up a loan. The loan of the Ceres Municipality for the construction of dam was paid off by September 2017 with Development Bank of South Africa (DBSA).

The Koekedouw Irrigation Board take up a loan with the Koekedouw Management Board and structure their own payment. When the Koekedouw Irrigation Board concluded their agreement they did it on behalf of all its members. Their members have water rights in terms of the land they owned. The member's contribution was determined in terms of the water right they have.

When the loan was taken up it was done in the name of the Vredebes Farm with the consequence that when the municipality bought the Vredebes Farm they took over the liability, the asset and the watering right, because it is inherent to the property. In the sale agreement no mention was made of the water right. In terms of the title deed (P.8) it mention the watering right which is inherent to the property. In terms of Paragraph 3.4 it states that a servitude is registered and that water is subtract for the farm. Any other notorial deed will also be investigated.

The loan of the Witzenberg Municipality was in total redeemed but this is now the loan of Rand Merchant Bank. When the Municipality bought Vredebes Farm they have to contribute to the Koekedouw Irrigation Board. The annual payment was in terms of the loan and their portion of the operational cost. The municipality is still making a contribution for the operational running of the Koekedouwdam. It is now 41% and previously 59%. The other part is the part for the redemption of the loan.

The Koekedouw Irrigation Board went to Rand Merchant Bank to restructure the loan. Farms were sequestrated at the time partly due to the payment of the dam. The former Minister for Water Affairs got involved and paid for the Small Farmers and they pay only for the operational cost. With the

restructuring of the loan it was believe that it is the best model otherwise payments should be for another (ten) 10 years and it could double the amount which should be paid to Rand Merchant Bank. All members settle their loan with Rand Merchant Bank except the municipality. The KIB settled the amount that the Witzenberg Municipality should pay. The municipality did not pay because the matter was referred to the Municipal Public Accounts Committee. The Koekedouw Irrigation Board put a proposal on the table that instead the municipality pay the money and settle the amount. That the watering right be given to some of the Small Farmers. This is the current situation.

Municipal Manager conveyed that the Executive Mayor request for the documentation of the loan between the Koekedouw Irrigation Board and their members. At a meeting between the Municipal Manager and the Director: Technical Services with the Chairperson of the Koekedouw Irrigation Board it was learned that the Board will need time to find such documentation.

Director: Technical Services referred to the letter of the Koekedouw Irrigation Board which states that the municipality must pay R59 326-00 for 15ha of waterrights at Vredebes Farm. Municipal Manager is of the opinion that the letter is not sufficient documentation. There is currently no documentation of an agreement between the previous owner of Vredebes Farm and the Koekedouw Irrigation Board for this 15ha. This is the prove the Mayoral Committee wants to see.

There were two (2) accounts:

1. Koekedouwdam Management Board (KMB)
2. Koekedouw Irrigation Board (KIB)

The Koekedouwdam Management Board run the dam and the Koekedouw Irrigation Board payment was for the Vredebes Farm and the 15ha summer water. The accounts were always received from the KIB. It was for pipelines of the dam.

When the farm was bought in 2002 Vredebes was zoned agricultural. Rezoning take place in 2014 / 2015 to build houses. With the purchase of the farm the water rights was also taken over.

Chairperson and Alderman J.W. Schuurman shared the opinion that the waterrights be ceded to the Small Farmers.

The Director: Technical Services will check on the yearly usage of water by the farmers, and determine if the 15ha of summer water of Vredebes was also used by the farmers. If so, whether it was with the consent of the municipality. The report will be submitted at the next meeting of MPAC.

Municipal Manager mentioned that the terms of the agreement can only be approved by the Department of Water Affairs. Water is an asset which need to go through the Supply Chain process. The Koekedouwdam Management Board and Koekedouwdam Irrigation Board are willing to attend a meeting with the Municipal Public Accounts Committee.

NEXT MEETING

The next meeting of Municipal Public Accounts Committee will be held on Monday, 28 October 2019 in the Council Chambers, Municipal Offices, Ceres at 14h00.

RESOLVED

- (a) *that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.*
- (b) *that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.*
- (c) *that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.*

9. ADJOURNMENT

The meeting adjourned at 16h10.

Approved on _____

MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 28 OCTOBER 2019 AT 14:00

PRESENT

Councillors

M. Jacobs (Chairperson)
Alderman J.W. Schuurman
C. Lottering
G. Laban

Officials

Mr. D. Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr. A Raubenheimer (Acting Director: Finance)
Mr. M Mpeluza (Director: Corporate Services)
Mr. G. Louw (Head: Internal Auditor)
Mr. C. Wessels (Manager: Administration)
Mr. C Titus (Committee Clerk)

1. OPENING AND WELCOME

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

NOTED

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

An apology for absence from the meeting was received from the Senior Internal Auditor.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Senior Internal Auditor and be accepted.

3. DELEGATED POWERS

None

NOTED

4. RESERVED POWERS

4.1 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.
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- (c) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.
- (g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

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 Rand Merchant Bank 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 4.1(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 4.1(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 Rand Merchant Bank.

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 4.1(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 Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

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- (a) that Council approves the new financing model option.
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The Executive Mayoral Committee resolved on 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 4.1(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 4.1(e)**.

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 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

The Municipal Public Accounts Committee resolved on 21 October 2019:

- (a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.
- (b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.
- (c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

- (i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 4.1(f)**.
- (ii) Constitution of Koekedouw Irrigation Board: **Annexure 4.1(g)**.
- (iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 4.1(h)**.

The Committee requested that the Acting Chief Financial Officer do a breakdown of the different payments in respect of the Koekedouwdam as well as the final payment and same at the next Municipal Public Accounts Committee (MPAC) meeting.

RESOLVED

that the Acting Chief Financial Officer compile a breakdown of all municipal payments in terms of the Koekedouwdam and submit same at the next Municipal Public Accounts Committee (MPAC) meeting.

5. NEXT MEETING

That the next meeting be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on 4 November 2019 at 14h00.

6. ADJOURNMENT

The meeting adjourned at 14h10.

Approved on _____

MD JACOBS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE SPECIAL MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 4 NOVEMBER 2019 AT 14:00.

PRESENT

Councillors on the Committee

M. Jacobs (Chairperson)
Alderman J. Schuurman
C. Lottering
G. Laban
P. Heradien

Other Councillors not on the Committee

Alderman H Smit

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 Auditor)
Ms S. Hendricks (Senior Internal Auditor)
Mr J. Swanepoel (Manager: Projects and Performance)
Mr C. Wessels (Manager: Administration)
Mr C. Titus (Committee Clerk)

Other

Mr D. Goosen (Koekedouw Irrigation Board)
Mr P. du Plessis (Koekedouw Irrigation Board)
Mr H. Conradi (Koekedouw Irrigation Board)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested thereafter Councillor P. Heradien to open the meeting with a prayer.

NOTED

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

None

NOTED

3. MINUTES

**3.1 Approval of minutes
(03/1/2/3)**

The following documents are attached:

- (a) The minutes of the Municipal Public Accounts Committee, held on 20 August 2019: **Annexure 3.1(a)**.
- (b) The minutes of the Special meeting of the Municipal Public Accounts Committee, held on 21 October 2019: **Annexure 3.1(b)**.

RESOLVED

- (a) *that the minutes of the Municipal Public Accounts Committee, held on 20 August 2019, be approved and signed by the chairperson.*
- (b) *that the minutes of the Municipal Public Accounts Committee meeting, held on 21 October 2019, be approved and signed by the chairperson.*

3.2 Matters from the minutes

None

NOTED

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON

None

NOTED

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. DELEGATED POWERS

None

NOTED

7. RESERVED POWERS

**7.1 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter of 2019/2020 (1 July 2019 until 30 September 2019)
(9/1/2/2)**

The Quarterly Budget Statement (Section 52(d) Report for the period 1 July 2019 to 30 September 2019, received from the Acting Director: Finance, is attached as **annexure 7.1**.

The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP [MFMA s17(3)(b)]. The accounting officer must include these objectives in the annual report and report on performance accordingly.

Frequency: Quarterly

The Municipal Public Accounts Committee (MPAC) consider the section 52(d) report for the period 1 July 2019 until 30 September 2019 and highlighted the following matters:

- The cash flow of the municipality is in order.
- That the investment amount stand on R96 million.
- That there is no major financial issues to report on.
- That the performance has met the expectations of Council and the community.
- That there is unspent capital on housing.
- That beneficiaries for houses at Vredebes will move in by end of November 2019.
- That rental stock will also be transferred.
- That the objectives (targets) of the municipality has been met.
- That the Cost Containment Regulations impacted negatively on the capital expenditure.
- That debt collection is a major concern.
- That the maintenance budget is high due to vandalism. The insurance refuse to pay.
- The Municipal Public Accounts Committee requested a report in terms of spending on vandalism.

RESOLVED

(a) *that the Acting Chief Financial Officer submit a report in terms of spending due to vandalism.*

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

that notice is taken, after consideration, of the Section 52(d) Report of the 1st Quarter for 2019/2020 and same be approved and accepted.

**7.2 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, held on 29 July 2019.
- (d) Item 8.1.2 of the Council meeting, held on 31 July 2019.
- (e) Item 4.4 of the Special Executive Mayoral Committee meeting, held on 21 August 2019.
- (f) Item 4.4 of the Special Council meeting, held on 23 August 2019.
- (g) Item 3.1 of the Special Municipal Public Accounts Committee meeting, held on 21 October 2019.

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 Rand Merchant Bank 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 7.2(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 7.2(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 Rand Merchant Bank.

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 7.2(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

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4 November 2019

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 Municipal Manager informed the meeting that he had consulted with the Chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen, regarding the matter. The explanation from the Chairperson sounds acceptable, but he is awaiting documentation about the matter to submit to Council for consideration.

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 29 July 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council.

Council unanimously resolved on 31 July 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Irrigation Board be held in abeyance for further discussion by Council and to obtain more information.

The following documents are further attached:

- (a) Correspondence from Koekedouw Irrigation Board, dated 13 March 2019: **Annexure 7.2(d)**.
- (b) Letter from Grayston & Elliot, dated 13 March 2019: **Annexure 7.2(e)**.

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 21 August 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

Council unanimously resolved on 23 August 2019 that the matter in respect of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam be referred to the Municipal Public Accounts Committee for an investigation and further discussions with the Chairperson of the Koekedouw Irrigation Board and after that a recommendation be made to Council.

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The Municipal Public Accounts Committee resolved on 21 October 2019:

- (a) that the Municipal Public Accounts Committee will meet with KMB and KIB on Monday, 28 October 2019 at 14h00 in the Council Chambers, Municipal Offices, Ceres.
- (b) that the Director: Technical Services draft a presentation / report with the recommendation to take the matter forward.
- (c) that the matter after the meeting supra (a) that Municipal Public Accounts Committee make a recommendation to Council.

The following documents are attached:

- (i) Summary of the discussions at the meeting of 21 October 2019, received from the Director: Technical Services: **Annexure 7.2(f)**.
- (ii) Constitution of Koekedouw Irrigation Board: **Annexure 7.2(g)**.
- (iii) Agreement between the Municipality and Koekedouw Irrigation Board (*Water vir Ceres*): **Annexure 7.2(h)**.
- (iv) Dam settlement: **Annexure 7.2(i)**.
- (v) Payment to *Koekedouw Bestuursmaatskappy* and *Ceres Koekedouw Bestuurskomitee*: **Annexure 7.2(j)**.

Mr. D. Goosen, Chairperson of the Koekedouw Irrigation Board, explained the operations of the water rights and how the Farm Vredebes is affected by the irrigation system. The explanation included the loan option the Koekedouw Irrigation Board followed and the involvement of the various farmers and the repayment of their own loans. The representatives of the municipality were present at all meetings. By June 2019 all monies were paid except the part of the Witzenberg Municipality. The Koekedouw Irrigation Board paid the outstanding monies of the municipality in order to adhere to the agreement.

The Koekedouw Irrigation Board propose to the municipality that the emerging farmers need summer water and wish to take over the water from the municipality. The necessary documentation will be completed in order to ensure that the municipality get rid of the debt legally. The modus will benefit both the municipality and the Koekedouw Irrigation Board.

The Municipal Public Accounts Committee (MPAC) caucused from 14:55 until 15:05.

RESOLVED

that Municipal Public Accounts Committee will draft a report in respect of Council's instruction to investigate the settling of the Rand Merchant bank (RMB) loan for the Koekedouw dam and submit thereafter a recommendation to Council.

8. ADJOURNMENT

The meeting adjourned at 15:30.

Approved on _____

MD JACOBS
CHAIRPERSON

/wr

REPORT BY MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) IN RESPECT OF COUNCIL RESOLUTION 4.4 OF 23 AUGUST 2019

Background:

The Koekedouw Irrigation Board informed the Municipality of the restructuring of their loan account with Rand Merchant Bank and requested the Municipality to make a once off payment that will redeem the Board of its financial loan obligations towards Rand Merchant Bank. The matter was tabled before Council and it was resolved to refer the matter to the MPAC Committee to investigate whether there is any obligation on Council to make payment and to further make any recommendations to Council for consideration.

Legal Mandate

The MPAC Committee was established in terms of section 79 of the Municipal Structures Act, Act 117 of 1998. The Municipal Council, as the supreme authority of the Witzenberg Municipality, requested MPAC to investigate and have discussions with the Koekedouw Irrigation Board on whether there is a legal obligation on Council to make any payment towards the loan taken up with Rand Merchant Bank.

Process of MPAC

1. First Meeting: 21 October 2019

- 1.1 The Committee met on the 21st October 2019 for an internal discussion of all documentation and to plan the way forward.
- 1.2 A copy of the Title Deed, correspondence from the Koekedouw Irrigation Board to the Municipality, and an email of the chairperson of the Irrigation Board, Mr. Danie Goosen as well as an Opinion of Grayston and Elliot was presented to the Committee for discussion.
- 1.3 The Municipal Manager addressed the Committee to give background on the loan agreement as well as explaining the difference between Koekedouw Management Ward and the Koekedouw Irrigation Board.
- 1.4 The meeting unanimously resolved to postpone the meeting to the 28th October 2019 and requested that copies of the constitution of the Koekedouw Irrigation Board and the Koekedouw Management Board be obtained and presented to the Committee. The Director Technical Services was requested to present proof of the Notarial Deed confirming the Water Rights of Vredebes farm.

2. Second Meeting: 28 October 2019

- 2.1 All the documentation was perused and examined at the Meeting.
- 2.2 The Municipal Manager confirmed that there was no formal agreement in the records of the Municipality between either Vredebes farm and or the Municipality with the Koekedouw Irrigation Board.

- 2.3 It is confirmed by the Committee that there is a clear distinction between the Koekedouw Management Board and the Koekedouw Irrigation Board.
- 2.4 The Committee also clarified that the loan that was redeemed with Development Bank of South Africa was for the Municipality's own financial obligations towards the construction of the Koekedouw Dam.
- 2.5 The Koekedouw Management Committee manages the operation side of the Koekedouw Dam and compiles its own budget to which both the Municipality and the Irrigation Board are compelled to contribute.
- 2.6 The loan amount referred to by the Irrigation Board, which is due to Rand Merchants Bank is as a result of the Municipality acquiring (purchasing) the Vredebes farm.
- 2.7 The Committee resolved to postpone the further investigation until the 04th November 2019 with the specific purpose of calling members of the Irrigation Board as well as the Koekedouw Management Board to address the Committee. The CFO was also requested to submit a report on all payments made to the Irrigation Board.

3. **Third Meeting: 4th November 2019**

- 3.1 The current chairperson of the Koekedouw Irrigation Board, Mr Danie Goosen as well as two other members namely Messrs du Plessis and Conradie attended the meeting. Alderman Smith the Municipal representative on the Management Board also attended the meeting.
- 3.2 Mr Goosen confirmed the correspondence send to the Municipality of the restructuring of the Irrigation Board's loan obligations towards Rand Merchants Bank. Mr Goosen reiterated that the agreement was restructured because of the unfavourable long term financial implications for the members of the Board.
- 3.3 Mr Goosen further confirm that he was not involved during any discussion when the Municipality acquired ownership of the Vredebes farm. Mr Goosen could also not produce any documentation which the Municipality has signed confirming their responsibility and liability of the loan.
- 3.4 All the members of the Board's obligations are connected to their water rights which in turn is inherently vested in the ownership of the land. The financial obligations is shared on a pro rata basis according to the registered hectares of water and are approved by the Department of Water Affairs.
- 3.5 The Witzenberg Municipality's obligation is derived from the 15 hectares of water and which is part of the Notarial Deed and registered against the Title Deed.
- 3.6 Mr Goosen informed the Committee that all the members, with the exception of Witzenberg Municipality have redeemed their loans with Rand Merchants Bank. The Irrigation Board took a decision to pay on behalf of the Municipality because it was part of the agreement that the full loan be redeemed.

- 3.7 The Board initially requested the repayment made on behalf of Witzenberg Municipality but has since then requested a trade off the Water Rights in favour of their black farmers for the payment made. The amount that is due by the Municipality is R889 891, 98.
- 3.8 There were no major points of dispute and only clarification issues.
- 3.9 The delegation of the Irrigation Board was excused whereafter the Committee deliberated on the evidence presented.

4. **Minutes**

The Minutes of all three meetings are attached to this report.

5. **Recommendation**

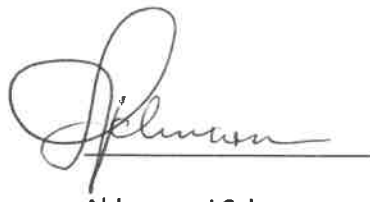
The Committee unanimously resolved to recommend to Council:

- a) Although no evidence of any agreement could be presented confirming Council's financial obligation to the Board that it be accepted that there was indeed a financial commitment by Council to the Irrigation Board.
- b) Previous payment made by the Finance Department confirms the financial obligation.
- c) That there is nothing in the conduct of any Party from which it can be deducted that payments made were fruitless, wasteful and or unauthorized nor that it be irregular.
- d) In terms of Council's mandate that it will not be wrong to make payment in the amount of R889 891, 98 as a full and final settlement for the outstanding loan obligation to the Board.
- e) That the Irrigation Board's proposal that the Water Rights be reallocated to black farmers be considered as a favourable solution for a potential problem between the Council and the Irrigation Board.

SIGNED BY ALL THE MEMBERS OF THE COMMITTEE



Councillor MD Jacobs



Alderman J Schuurman



Councillor P Heradien



Councillor C Lottering



Councillor G Laban



Witzenberg Municipality Corporate Governance of Information and Communication Technology Policy

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GLOSSARY

AG	Auditor-General of South Africa
	not mentioned in document
CIO	Chief Information Officer
CGICTPF	Corporate Governance of ICT Policy Framework
	not mentioned in document
DPSA	Department of Public Service and Administration
DCOG	Department of Cooperative Governance
ICT	Information and Communications Technology
®	I not mentioned in document
ISO/IEC	International Organisation for Standardisation (ISO) and the International Electro technical Commission (IEC)
ISO/IEC 38500	International Standard on Corporate Governance of ICT (ISO/IEC WD 38500: 2008: 1)
ITGI™	ICT Governance Institute
	not mentioned in document
King III / IV	The King III and IV Report and Code on Governance for South Africa
MICTGP	Municipal ICT Governance Policy
M&E	Monitoring and Evaluation
PSCGICTPF	Public Service Corporate ICT Governance Policy Framework
SALGA	South African Local Government Association
SDBIP	Service Delivery and Budget Implementation Plan

EXECUTIVE SUMMARY

Information Communication Technology (ICT) Governance has been described as the effective and efficient management of ICT resources and processes to facilitate the achievement of the Witzenberg Municipality goals and objectives. Here in after refer to as the municipality. The ICT Governance Institute describes ICT Governance as, "...the responsibility of council and senior management referred to as management".

ICT Governance has risen in importance because of the widening gulf between what the organization expects and what ICT delivers. ICT has grown to be seen as a cost centre with growing benefits to the organisation ICT serves. A Governance of ICT framework is meant to align ICT functions to the organizational goals, minimise the risk ICT introduces and ensure that there is value in the investment made in ICT.

The view that ICT should be governed and managed at all levels within a given organizational structure is supported by internationally accepted good practice and standards. These practices and standards are defined in the King III / IV Code of Good Governance, ISO 38500 Standard for the Corporate Governance of ICT and other best practice ICT Process Frameworks, which forms the basis of this document.

Translated into the operating environment of the corporate governance of ICT places a very specific responsibility on the Council and Management within the municipality to ensure that the decision making process for ICT related investments and the operational efficiencies of the municipal ICT environment remain transparent and are upheld. This accountability enables the municipality to align the delivery of ICT services with the municipality's Integrated Development Plans and strategic goals.

The Council and Management of the municipality need to extend their governance functions to include the Corporate Governance of ICT. In the execution of the Corporate Governance of ICT, they should provide the necessary strategies, architectures, plans, frameworks, policies, structures, procedures, processes, mechanisms and controls, and culture which are in compliance with the best practice ICT Governance Frameworks.

To strengthen the Corporate Governance of ICT further, responsibility for the decision making of ICT programs and projects should be placed at a strategic level in the municipality. The Corporate Governance of ICT is a continuous function that should be embedded in all operations of the municipality, from Council and Management level to all areas within the municipality including ICT service delivery.

According to the establish frameworks, the Governance of ICT is implemented in two different layers:

- (a) Corporate Governance of ICT – the Governance of ICT through structures, policies and processes.
- (b) Governance of ICT – through Standard Operating Procedures.

The difference between the Corporate Governance of ICT and the Governance of ICT can be defined as follows:

Corporate Governance of ICT: *The system by which the current and future use of ICT is directed and controlled.*

Governance of ICT: *The individual processes and procedure which ensure the compliance of the ICT environment based on a pre-agreed set of principles.*

In November 2012, Cabinet approved the Public Service Corporate Governance of ICT Policy Framework and made ICT applicable to National and Provincial Departments, Provincial Administrations, Local Governments, Organs of State and Public Entities for implementation by July 2014.

To address the above mentioned, the Western Cape Department of Local Government in collaboration with the Department of Cooperative Governance (DCOG), the Department of Public Service and Administration (DPSA), the South African Local Government Association (SALGA), and the Western Cape Provincial Treasury, developed this Municipal Corporate Governance of ICT Policy for application in the Local Government sphere.

The purpose of the Witzenberg Municipality(WM) Corporate Governance ICT Policy is to institutionalize the Corporate Governance of ICT as an integral part of corporate governance within the municipal. This (WM) Corporate Governance ICT Policy provides the Municipal Council and Management within the municipality with a set of principles and practices that must be complied with, together with an implementation approach to be utilised for implementation of ICT Governance within the municipality.

To enable the municipality to implement this (WM) Corporate Governance of ICT Policy, a three-phase approach will be followed:

- (a) **Phase 1 – Enabling Environment:** The Corporate Governance of ICT environments will be established in the municipality through the adoption of this (WM) Corporate Governance of ICT Policy and its associated policies through Council resolution;
- (b) **Phase 2 – Business and Strategic Alignment:** The municipality will plan and implement the alignment between IDP's, strategic goals and ICT strategy.

- (c) **Phase 3 – Continuous Improvement:** The municipality will enter into an on-going process to achieve continuous improvement of all elements related the Governance of ICT.

This (WM) Corporate Governance of ICT Policy will allow the municipality to maintain alignment of strategic ICT functions to meet their needs and apply best practices in order to reduce costs and increase the effectiveness of the ICT service delivery to the municipality.

Witzenberg Municipality Corporate Governance of Information and Communication Technology Governance

Policy

1.1 INTRODUCTION

This policy would be known as the Witzenberg Municipality Corporate Governance of ICT Governance Policy.

Information and Communications Technology (ICT) Governance has been described as the effective and efficient management of ICT resources to facilitate the achievement of organizational goals and objectives. ICT does not exist for its own sake within an organisation; ICT is there to make sure that organizations achieve sustainable success through the use of their ICT. The ICT Governance Institute describes ICT Governance as, "...the responsibility of senior management and Council. ICT is an integral part of enterprise governance and consists of the leadership and organisational structures and processes that ensure that the organisation's ICT [the infrastructure as well as the capabilities and organisation that is established to support ICT] sustain and extends the organisation's strategies and objectives".

1.2 PURPOSE

The purpose of this policy is to institutionalise the Corporate Governance of ICT as an integral part of corporate governance within the municipality in a uniform and coordinated manner. The policy provides a set of principles and practices which will assist to institutionalise the Corporate Governance of ICT.

1.3 LEGISLATIVE FRAMEWORK

This policy has been developed with following sections of legislation in mind:

- (a) In terms of the Municipal Systems Act, Act 32, of 2000, Section 55(1):

“the Municipal Manager of a municipality is, subject to the policy directions of the municipal council, responsible and accountable for:

- (a) The formation and development of an economical effective, efficient and accountable administration:
- (i) equipped to carry out the task of implementing the municipality’s integrated development plan in accordance with Chapter 5:
- (ii) Operating in accordance with the municipality’s Performance Management System in accordance with Chapter 6;”

- (b) In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 62:

“The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure-

- (a) that the resources of the municipality are used effectively, efficiently and economically;
- (b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;”

- (c) In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 78 of the Municipal Finance Management Act stipulates that:

“Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure-

- (a) that the system of financial management and internal control established for the municipality is carried out diligently;
- (b) that the financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently;
- (c) that any unauthorised, irregular or fruitless and wasteful expenditure and any other losses are prevented;”

1.4 SCOPE

This Policy has been developed to guide and assist all municipalities to be aligned with the Corporate Governance of ICT best practice frameworks.

This Policy therefore adopts the approach of establishing and clarifying principles and practices to support and sustain the effective Corporate Governance of ICT.

1.5 BENEFITS OF GOOD GOVERNANCE OF ICT

When the Corporate Governance of ICT is effectively implemented and maintained, the following benefits are realised:

- a. Establishment of ICT as a strategic enabler in the municipality.
- b. Improved achievement of municipal integrated development plans;
- c. Improved effective service delivery through ICT-enabled access to municipal information and services;
- d. Improved ICT enablement of the municipality;
- e. Improved delivery of ICT service quality;
- f. Improved stakeholder communication;
- g. Improved trust between the municipality and the community through the use of ICT;
- h. Lower costs (for ICT functions and ICT dependent functions)
- i. Increased alignment of ICT investment towards municipal integrated development plans;
- j. Improved return on ICT investments;
- k. ICT risks managed in line with the ICT priorities and risk appetite of the municipality;
- l. Appropriate security measures to protect both the municipality's and its employees information;
- m. Improved management of municipal-related ICT projects;
- n. Improved management of information as ICT is prioritised on the same level as other resources in the municipality;
- o. ICT pro-actively recognises potential efficiencies and guides the municipality in timeous adoption of appropriate technology;
- p. Improved ICT ability and agility to adapt to changing circumstances; and
- q. ICT executed in line with legislative and regulatory requirements.

1.6 CORPORATE GOVERNANCE OF ICT GOOD PRACTICE AND STANDARDS

In recognition of the importance of ICT Governance, a number of internationally recognised frameworks and standards have been developed to provide context for the institutionalisation of the governance of ICT.

- a. **King III / IV Code:** The most commonly accepted Corporate Governance Framework in South Africa is also valid for the municipality. ICT was used to inform the Governance of ICT principles and practices and to establish the relationship between Corporate Governance of and Governance of ICT.
- b. **ISO/IEC 38500:** Internationally accepted as the standard for Corporate Governance of ICT; ICT provides governance principles and a model for the effective, efficient, and acceptable use of ICT within the municipality.
- c. **Other** internationally accepted process frameworks for implementing Governance of ICT.

1.7 LAYERED APPROACH TO CORPORATE GOVERNANCE OF ICT IN MUNICIPALITIES

Corporate Governance of ICT encompasses two levels of decision-making, authority and accountability to satisfy the expectations of all stakeholders. These levels are:

- (a) Facilitating the achievement of the municipality's strategic goals (Corporate Governance of ICT); and
- (b) The efficient and effective management of ICT service delivery (Operational Governance of ICT).

The implementation of Corporate Governance of ICT in Municipalities thus consists of the following layered approach:

- (a) This WM Corporate Governance of ICT Policy, which addresses the **Corporate Governance of ICT** layer at a strategic level.
- (b) Other best practise frameworks which will be adapted to give effect to the governance of the ICT operational environments within the municipality.

(a) CORPORATE GOVERNANCE IN WITZENBERG

Corporate governance is a vehicle through which value is created within a municipal context. Value creation means realising benefits while optimising resources and risks. This value creation takes place within a governance system that is established by the municipal policy. A governance system refers to all the means and mechanisms that enable the municipality's Council and Management team to have a structured and organised process.

(b) CORPORATE GOVERNANCE OF ICT IN WITZENBERG

The Corporate Governance of ICT is an integral part of the corporate governance system in municipalities. The Corporate Governance of ICT involves evaluating, directing and monitoring the alignment of the municipal ICT strategy with the municipal IDP's and related strategies. The Corporate Governance of ICT also involves the monitoring of ICT service delivery to ensure a culture of continuous ICT service improvements exist in the municipality. The Corporate Governance of ICT includes determining ICT strategic goals and plans for ICT service delivery as determined by the Service Delivery and Budget Implementation Plan (SDBIP) objectives of the municipality.

1.8 MUNICIPAL CORPORATE GOVERNANCE OF ICT POLICY OBJECTIVES

The objectives of this WM Corporate Governance of ICT Policy for the municipality seek to achieve the following:

- a. Institutionalising a Corporate Governance of ICT Policy that is consistent with the Corporate Governance Frameworks of the municipality;
- b. Aligning the ICT strategic goals and objectives with the municipality's strategic goals and objectives;
- c. Ensuring that optimum municipal value is realised from ICT-related investment, services and assets;
- d. Ensuring that municipal and ICT-related risks do not exceed the municipality's risk appetite and/or risk tolerance;
- e. Ensuring that ICT-related resource needs are met in an optimal manner by providing the organisational structure, capacity and capability;
- f. Ensuring that the communication with stakeholders is transparent, relevant and timely; and
- g. Ensuring transparency of performance and conformance and driving the achievement of strategic goals through monitoring and evaluation.

1.9 The WM Corporate Governance of ICT Principles of ICT Policy is based on principles as explained in international good practices and standard for ICT governance, namely, King III Code, ISO/IEC 38500 and other best practice process frameworks.

Table 1 below contains the principles which have been adopted in the Public Service Corporate Governance of ICT Policy Framework (PSCGICTPF) which have been adapted for municipalities.

<p>Principle 1: Constitutional Mandate</p> <p>The Governance of ICT must enable the municipality’s political mandate.(IDP)</p>
<p>The Municipal Council must ensure that Corporate Governance of ICT achieves the service delivery mandate of the municipality.</p>
<p>Principle 2: Strategic Mandate</p> <p>The Governance of ICT must enable the municipality’s strategic mandate.</p>
<p>The Municipal Manager must ensure that Corporate Governance of ICT serves as an enabler to the municipality’s strategic plans.</p>
<p>Principle 3: Corporate Governance of ICT</p> <p>The Municipal Manager is responsible for the Corporate Governance of ICT.</p>
<p>The Municipal Manager must create an enabling environment in respect of the Corporate Governance of ICT within the applicable legislative and regulatory landscape and information security context.</p>
<p>Principle 4: ICT Strategic Alignment</p> <p>ICT service delivery must be aligned with the strategic goals of the municipality.</p>
<p>Management must ensure that ICT service delivery is aligned with the municipal strategic goals and that the administration accounts for current and future capabilities of ICT. ICT must ensure that ICT is fit for purpose at the correct service levels and quality for both current and future municipal needs are met.</p>
<p>Principle 5: Significant ICT Expenditure</p> <p>Management must monitor and evaluate significant ICT expenditure.</p>
<p>Management must monitor and evaluate major ICT expenditure, ensure that ICT expenditure is made for valid municipal enabling reasons and monitor and manage the benefits, opportunities, costs and risks resulting from this expenditure, while ensuring that information assets are adequately managed.</p>
<p>Principle 6: Risk Management and Assurance</p> <p>Management must ensure that ICT risks are managed and that the ICT function is audited.</p>
<p>Management must ensure that ICT risks are managed within the municipal risk management practice. ICT must also ensure that the ICT function is audited as part of the municipal audit plan.</p>
<p>Principle 7: Organisational Behaviour</p> <p>Management must ensure that ICT service delivery is sensitive to organisational behaviour/culture.</p>

Management must ensure that the use of ICT demonstrates the understanding of and respect for organisational behaviour/culture.

1.10 MUNICIPAL CORPORATE GOVERNANCE OF ICT POLICY PRACTICES

The following practices, outlined in Table 2 below, have been assigned to specific designated municipal structures and officials in order to achieve the objectives and principles contained in this WM Corporate Governance of ICT Policy:

Practice No.	Practices Description
1.	<p>The Municipal Council must:</p> <p>Provide political leadership and strategic direction through:</p> <ul style="list-style-type: none">a) Determining policy and providing oversight;b) Take an interest in the Corporate Governance of ICT to the extent necessary to ensure that a properly established and functioning Corporate Governance of ICT system is in place in the municipality to leverage ICT as an enabler the municipal IDP;c) Assist the Municipal Manager to deal with intergovernmental, political and other ICT-related Municipal issues beyond their direct control and influence; andd) Ensure that the municipality's organisational structure makes provision for the Corporate Governance of ICT.

Practice No.	Practices Description
2.	<p>The Municipal Manager must:</p> <ul style="list-style-type: none"> a) Provide strategic leadership and management of ICT; b) Ensure alignment of the ICT strategic plan with the municipal IDP; c) Ensure that the Corporate Governance of ICT is placed on the municipality's strategic agenda; d) Ensure that the Corporate Governance of ICT Policy, charter and related policies for the institutionalisation of the Corporate Governance of ICT are developed and implemented by management; e) Determine the delegation of authority, personal responsibilities and accountability to the Management with regards to the Corporate Governance of ICT; f) Ensure the realisation of the municipality-wide value through ICT service delivery and management of Municipal and ICT-related risks; g) Ensure that appropriate ICT capability and capacity are provided and a suitably qualified and experienced Governance Champion is designated; h) Ensure that appropriate ICT capacity and capability are provided and that a designated official at a Management level takes accountability for the Management of ICT in the municipality; and i) Ensure the monitoring and evaluation of the effectiveness of the Corporate Governance of ICT system e.g. ICT steering committee.
3.	<p>The WM ICT Steering Committee, and the Performance Risk and Audit Committee must Assist the Municipal Manager in carrying out his/her Corporate WM Governance of ICT accountabilities and responsibilities.</p>
4.	<p>Management must ensure:</p> <ul style="list-style-type: none"> a) ICT strategic goals are aligned with the municipality's municipal strategic goals and support the municipal processes; and b) Municipal-related ICT strategic goals are cascaded throughout the municipality for implementation and are reported on.

2. PRACTICAL IMPLEMENTATION OF THIS WM CORPORATE GOVERNANCE OF ICT POLICY.

Upon approval of this Policy, the municipality must approve a Corporate Governance of ICT Charter and practical implementation plan.

2.1 THE CORPORATE GOVERNANCE OF ICT CHARTER

The Charter should guide the creation and maintenance of effective enabling governance structures, processes and practices. ICT should also clarify the governance of ICT-related roles and responsibilities towards achieving the municipality's strategic goals.

2.1.1 OBJECTIVES OF THE MUNICIPAL CORPORATE GOVERNANCE OF ICT CHARTER

In order to give effect to the WM Corporate Governance of ICT, the following objectives should be included in the municipality's Corporate Governance of ICT Charter:

- a. Identify and establish a Corporate Governance of ICT Policy and implementation guideline for the municipality. Policy must first be in place then the Charter.
- b. Embed the Corporate Governance of ICT as a subset of the municipal governance objectives.
- c. Create municipal value through ICT enablement by ensuring municipal IDP and ICT strategic alignment;
- d. Provide relevant ICT resources, organisational structure, capacity and capability to enable ICT service delivery;
- e. Achieve and monitor ICT service delivery performance and conformance to relevant internal and external policies, frameworks, laws, regulations, standards and practices;
- f. Implement the corporate governance of ICT in the municipality, based on an approved implementation plan.

2.1.2 DESIGN OF THE MUNICIPAL CORPORATE GOVERNANCE OF ICT CHARTER

This charter should be approved at a strategic level in the municipality and should contain the following:

- (a) How the ICT strategic goals and their related service delivery mechanisms will be aligned with municipal IDP, monitored and reported on to the relevant stakeholders;
- (b) How ICT service delivery will be guided at a strategic level to create ICT value in the municipality;
- (c) How the administrations ICT-related risks will be managed; and

- (d) The establishment of structures to give effect to the Governance of ICT, and the management of ICT functions. The members will be from departments within the municipality taking into consideration their key responsibilities and the roles, responsibilities and delegations of each should be defined. The structures will be as follows:

STRUCTURE	MEMBERS	MANDATE/RESPONSIBILITIES
ICT STEERING COMMITTEE (Committee of Management)	Designated Members of Management, line departments and the ICT Manager. The Chairperson shall be the Municipal Manager or any duly appointed person appointed by the Municipal Manager.	Has a specific delegated responsibility to ensure the planning, monitoring and evaluation, of the municipalities: <ul style="list-style-type: none"> • ICT departments. • ICT policies. • ICT procedures, processes, mechanisms and controls regarding all aspects of ICT use (Municipal and ICT) are clearly defined, implemented and enforced. • ICT Performance Management. • ICT Change Management. • ICT Contingency Plans. • ICT Strategy development. • Management of ICT Security and Data Integrity. • The establishment of the municipalities ICT Ethical culture. • The evaluation, directing and monitoring of ICT specific projects. • ICT Strategic alignment. • ICT Governance compliance. • ICT Infrastructure Management. • ICT Security. • ICT Application Management. • ICT Value. • ICT Data availability and integrity. • ICT Vendor Management. • The evaluation, directing and monitoring of ICT processes

Audit Committee and Risk Committee	Nominated members of the Audit and Risk committee/s of the municipality and the ICT Manager or CIO.	Has a specific responsibility to perform an oversight role for the Identification and Management of ICT audit and governance compliance, and ICT Risks.
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Table 3: ICT Governance roles, responsibilities and delegations

2.2 MUNICIPAL IDP AND ICT STRATEGIC ALIGNMENT

This accountability assigned to the leadership of the municipality through this ICT Corporate Governance Policy enables the municipality to align the delivery of ICT strategies and services with the municipality’s Integrated Development Plans and strategic goals.

This is achieved through the development and adoption of an ICT strategic plan which is informed by the enterprise architecture plan which clearly outlined the roles, responsibilities and business processes contained in the IDP.

2.3 CONTINUOUS SERVICE IMPROVEMENT OF ICT IN THE MUNICIPALITY

In this phase, all aspects of the WM **Corporate Governance of ICT** should demonstrate measurable improvement from the initial implementation phase 2019-21. In this phase, detailed measurable criteria for the implementation of and compliance against the approved Corporate Governance of ICT Policy and implementation plan are established and can be measured for compliance. In this phase the applicability of all elements of the Corporate Governance of ICT Policy is tested for efficacy and efficiency.

2.4 THE DETAILED PHASED APPROACH

Implementation deliverables per financial year

(a) Phase 1 (Enablement Phase): 01 September 2019

- (1) The WM Corporate Governance of ICT Policy approved and implemented;
- (2) Corporate Governance of ICT Governance approved and implemented;
- (3) The following capabilities created in the municipality:

- Governance Champion designated and responsibilities allocated;
- A proficient ICT Manager or CIO appointed functioning at strategic level.
- Approved and implemented **Risk Management Policy** that includes the management of Municipal-related ICT risks;
- Approved and implemented **Internal Audit Plan** that includes ICT audits;
- Approved and implemented **ICT Management Framework**;
- Approved and implemented municipal **Portfolio Management Framework** that includes ICT portfolio/programme and project management;
- Approved **ICT Disaster Recovery Plan** informed by Municipal Continuity Plan and Strategy.
- Approved **Data Backup and Recovery policy**.
- Approved **ICT Service Level Agreement Management policy**.
- Approved **ICT User Access Management policy**.
- Approved **ICT Security Controls policy**.
- Approved **ICT Operating System Security Controls policy**.

(b) Phase 2 (Strategic Alignment): 01 September 2021

- (1) Approved **Enterprise Architecture** informing the ICT Architecture;
- (2) Approved medium term ICT Strategy.
- (3) Approved **ICT Migration Plan** with annual milestones linked to an enabling budget;
- (4) Approved **ICT Performance Indicators as contained in the municipality's performance management system**.

(c) Phase 3: Continuous improvement of Corporate Governance and Governance of ICT

The successful implementation of a Corporate Governance of ICT system leads to continuous improvement in the creation of value to the municipality. ICT delivery must be assessed on an on-going basis to identify gaps between what was expected and what was realised. Assessments must be performed coherently and encompass both:

- (a) The Corporate Governance of ICT (ICT contribution to realisation of municipal value); and
- (b) Governance of ICT. (Continuous improvement of the management of ICT).

2. CONCLUSION

This Corporate Governance of ICT Policy has been designed for the exclusive use and alignment of WM. The implementation thereof had been phased over a longer period to provide the municipality with the time required to implement this WM Corporate Governance of ICT Governance Policy effectively. This Corporate Governance of ICT Policy will be supplemented with an implementation plan that will give guidance to the practical implementation of the framework.



**Quarterly Budget Statement Report
{Section 52(d)} for the Period
1 January 2020 to 31 March 2020**

**Financial data is in respect of the period
1 July 2019 to 31 March 2020**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

- (a) must provide general political guidance over the fiscal and financial affairs of the municipality;
- (b) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;
- (c) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;
- (d) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**
- (e) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

"11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

- (a) to defray expenditure appropriated in terms of an approved budget;*
- (b) to defray expenditure authorised in terms of section 26(4);*
- (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);*
- (d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;*
- (e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—*
 - (i) money collected by the municipality on behalf of that person or organ of state by agreement; or*
 - (ii) any insurance or other payments received by the municipality for that person or organ of state;*
- (f) to refund money incorrectly paid into a bank account;*
- (g) to refund guarantees, sureties and security deposits;*
- (h) for cash management and investment purposes in accordance with section 13;*
- (i) to defray increased expenditure in terms of section 31; or*
- (j) for such other purposes as may be prescribed."*

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

- (a) salaries and wages;*
- (b) contributions for pensions and medical aid;*

- (c) travel, motor car, accommodation, subsistence and other allowances;*
- (d) housing benefits and allowances;*
- (e) overtime payments;*
- (f) loans and advances; and*
- (g) any other type of benefit or allowance related to staff."*

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-
- {a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and
 - (b) consistent with the monthly budget statements for September, December, March and June as applicable; and
 - (c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -
- (a) summaries of quarterly report in alternate languages predominant in the community; and
 - {b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 January 2020 to 31 March 2020.

Credit control for various reasons remains a challenge for the municipality. A special task team to assist Council in obtaining a solution for the collection of outstanding debt was established by Council.

The year to date recovery rate for the year, excluding traffic fines, is 88%, with the annual target also being 94%. Household debt remains a serious concern.

Capital expenditure is currently at 30.37% of the budget, and a concern is that the set target as per current capital budget will not be achieved amid the restrictions of the Covid-19 regulations. It should also be noted that due to no responsive bids obtained in terms of the Tulbagh Dam, it is likely that the construction of the dam will only commence in the new 2020/21 financial year.



COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

Recommendation

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 January 2020 to 31 March 2020.

Municipal Manager's quality certification

Quality Certificate

I, Mr D Nason, 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 Nason

Municipal Manager of WITZENBERG MUNICIPALITY

Signature:



A handwritten signature in black ink, appearing to be 'D Nason', written over a horizontal line.

Date



A handwritten date '28/04/2020' written over a horizontal line.

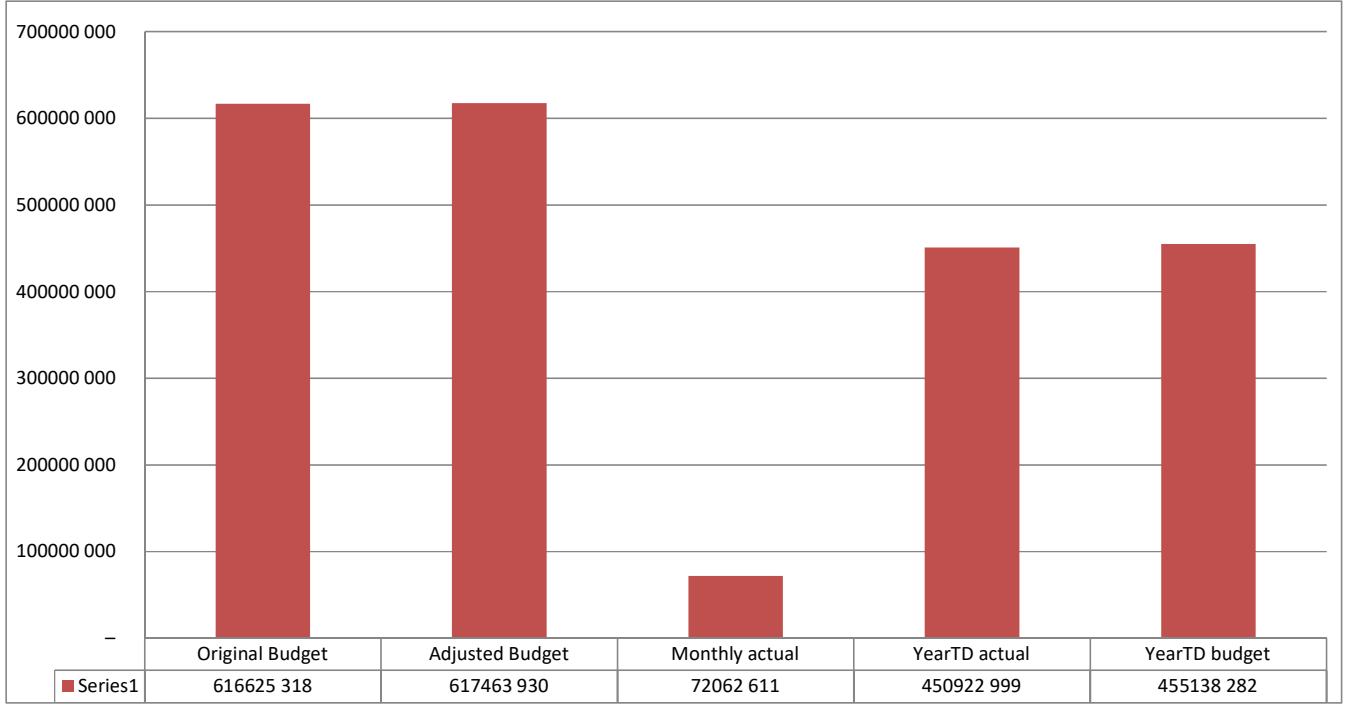
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

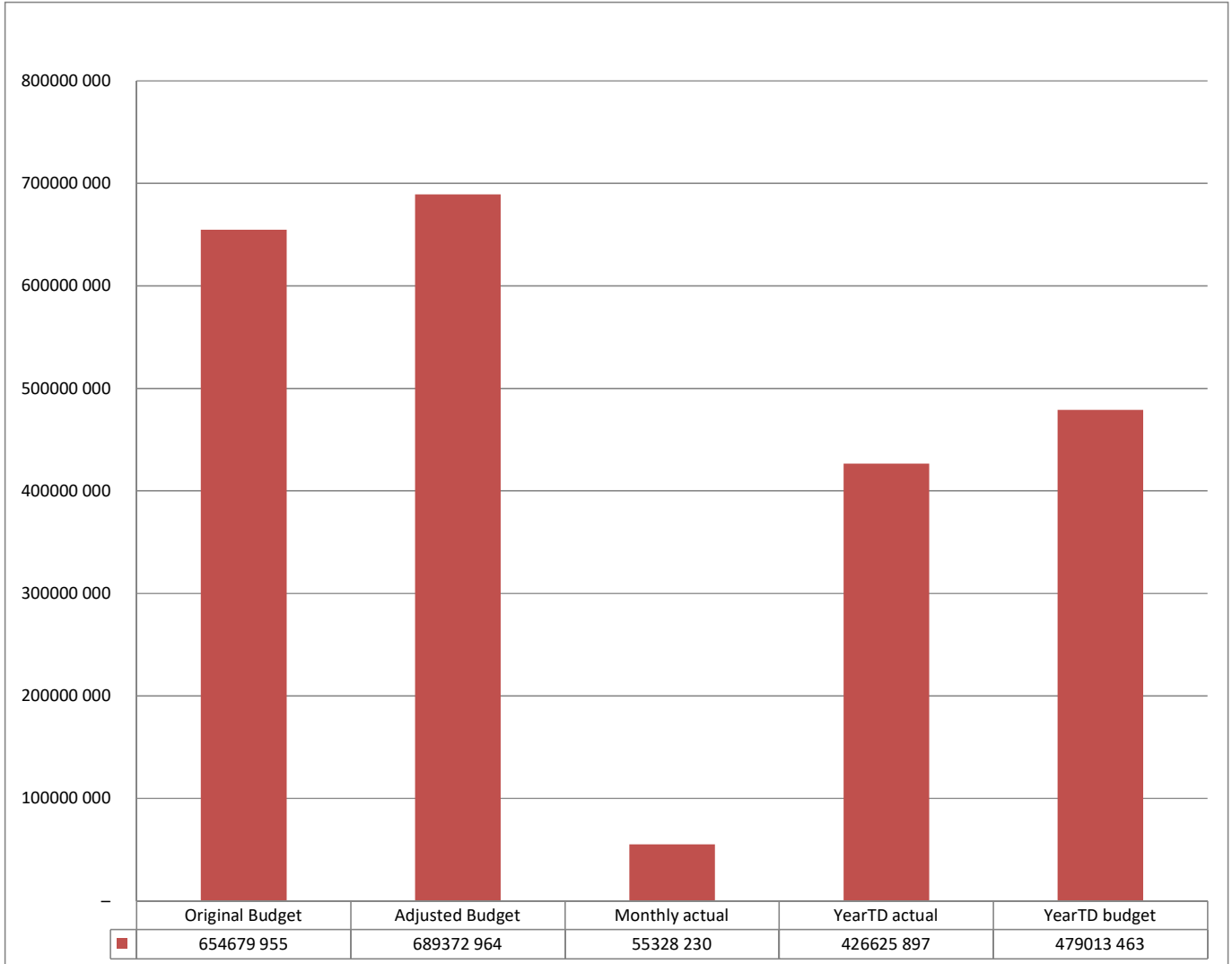
TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 31 March 2020, 73.03% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2019 to 31 Maart 2020, is 73.03% van die begrote operasionele inkomste gehêf.

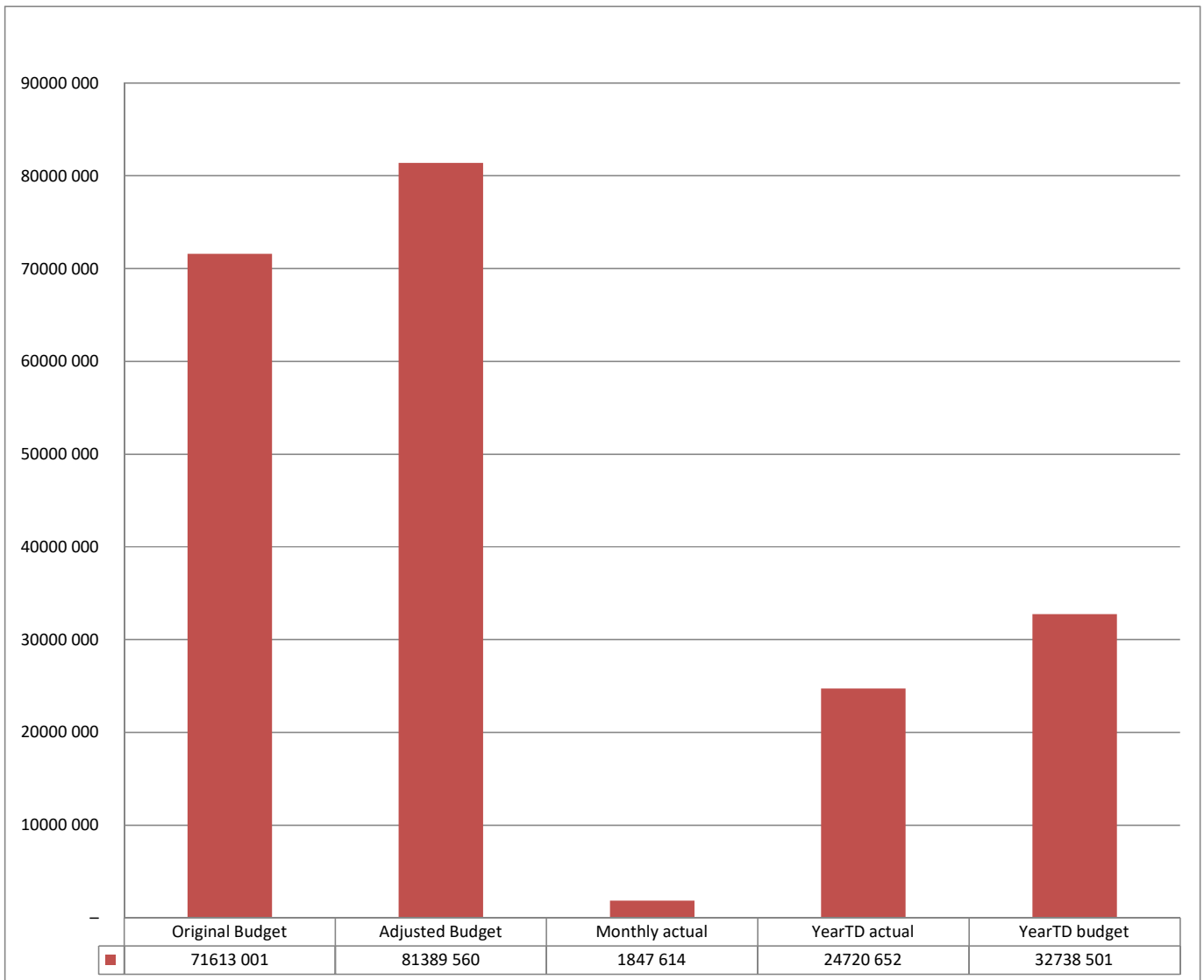
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2019 to 31 March 2020, 61.89% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 to 31 Maart 2020, is 61.89% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 31 March 2020, 30.37% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 to 31 Maart 2020, is 30.37% van die begrote kapitale uitgawes aangegaan.

Outstanding orders on capital expenditure amounts to R 18,3 million.

Uistaande bestellings op kapitale uitgawes beloop R 18,3 miljoen.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 March 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	3 815	62 123	61 620	502	1%	72 282
Service charges	305 199	346 953	347 173	40 681	248 745	248 263	482	0%	340 789
Investment revenue	8 551	8 695	8 695	404	4 879	6 521	(1 642)	-25%	16 586
Transfers recognised - operational	87 675	138 467	139 123	23 227	108 609	98 166	10 443	11%	139 123
Other own revenue	47 568	50 229	50 191	3 935	26 567	40 568	(14 002)	-35%	50 191
transfers and contributions)	518 771	616 625	617 464	72 063	450 923	455 138	(4 215)	-1%	618 971
Employee costs	9 458	192 524	208 373	15 831	148 760	156 280	(7 520)	-5%	208 373
Remuneration of Councillors	9 458	11 459	11 459	794	7 146	7 513	(367)	-5%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	22 811	(8 793)	-39%	45 590
Finance charges	8 409	8 840	8 724	4	269	751	(482)	-64%	8 724
Materials and bulk purchases	204 318	246 765	248 258	21 337	150 198	176 396	(26 197)	-15%	248 258
Transfers and grants	10 019	30 962	30 854	8 270	24 772	22 838	1 934	8%	30 854
Other expenditure	260 603	118 540	136 115	9 093	81 463	92 426	(10 963)	-12%	97 532
Total Expenditure	532 678	654 680	689 373	55 328	426 626	479 013	(52 388)	-11%	650 790
Surplus/(Deficit)	(13 907)	(38 055)	(71 909)	16 734	24 297	(23 875)	48 172	-202%	(31 819)
Transfers recognised - capital	70 437	44 178	46 327	-	1	34 745	(34 745)	-100%	46 327
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
& contributions	56 530	6 123	(25 582)	16 734	24 298	10 870	13 427	124%	14 508
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	10 870	13 427	124%	14 508
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390
Capital transfers recognised	54 177	45 678	46 327	773	8 857	12 068	(3 211)	-27%	46 327
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	3 043	-	-	2 283	(2 283)	-100%	3 043
Internally generated funds	32 479	25 935	32 019	1 074	15 863	18 388	(2 524)	-14%	32 019
Total sources of capital funds	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390
Financial position									
Total current assets	184 006	156 835	154 149	-	278 876	-	-	-	154 149
Total non current assets	965 651	978 519	1 000 758	-	976 356	-	-	-	1 000 758
Total current liabilities	91 237	115 487	118 841	-	166 705	-	-	-	118 841
Total non current liabilities	156 015	155 245	160 034	-	161 825	-	-	-	160 034
Community wealth/Equity	902 405	864 621	876 032	-	926 703	-	-	-	876 032
Cash flows									
Net cash from (used) operating	81 900	70 001	57 062	41 644	77 037	73 373	3 664	5%	57 062
Net cash from (used) investing	(83 389)	(71 613)	(81 014)	(2 318)	(27 345)	(58 096)	30 750	-53%	(81 014)
Net cash from (used) financing	(1 745)	(500)	3 000	(145)	(266)	2 763	(3 029)	-110%	(266)
end	94 272	89 164	73 319	-	143 698	112 313	31 385	28%	73 319
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	42 969	4 731	4 041	3 309	3 210	2 822	21 214	138 226	220 522
Creditors Age Analysis									
Total Creditors	970	44	-	-	-	-	-	-	1 014

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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) - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
	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	88 978	95 002	95 064	6 158	75 266	80 403	(5 136)	-6%	95 083
Finance and administration	88 978	95 002	95 064	6 148	75 247	80 403	(5 155)	-6%	95 064
Community and public safety	112 056	156 525	156 352	23 743	114 863	111 087	3 776	3%	156 352
Community and social services	96 371	105 912	106 608	23 266	92 507	73 779	18 728	25%	106 608
Sport and recreation	6 826	20 394	19 525	468	6 548	14 644	(8 095)	-55%	19 525
Public safety	3	728	728	1	4	546	(542)	-99%	728
Housing	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492
Economic and environmental services	40 066	34 264	37 045	704	4 823	27 992	(23 169)	-83%	37 045
Planning and development	1 791	3 669	5 134	234	1 005	3 851	(2 845)	-74%	5 134
Road transport	38 187	30 057	31 214	469	3 817	23 618	(19 801)	-84%	31 214
Environmental protection	88	538	698	-	1	523	(522)	-100%	698
Trading services	346 951	374 903	375 221	41 457	255 878	285 127	(29 249)	-10%	375 221
Energy sources	226 478	267 273	267 493	32 697	179 807	196 094	(16 287)	-8%	267 493
Water management	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
Waste water management	45 431	26 404	26 404	2 308	21 376	26 953	(5 578)	-21%	26 404
Waste management	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020
Total Revenue - Functional	588 051	660 803	663 791	72 063	450 924	504 690	(53 767)	-11%	663 810
Expenditure - Functional									
Governance and administration	76 011	120 995	148 692	8 368	88 556	99 567	(11 011)	-11%	148 692
Executive and council	22 343	28 588	27 929	1 790	16 087	17 863	(1 776)	-10%	27 929
Finance and administration	51 368	90 177	118 533	6 356	70 568	79 996	(9 428)	-12%	118 533
Internal audit	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
Community and public safety	71 893	99 678	98 054	13 290	69 373	70 465	(1 092)	-2%	98 054
Community and social services	23 633	26 589	26 857	1 898	17 805	18 657	(853)	-5%	26 857
Sport and recreation	25 297	28 548	27 750	2 146	18 773	19 916	(1 143)	-6%	27 750
Public safety	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
Housing	12 954	35 126	34 022	8 621	27 188	25 249	1 939	8%	34 022
Economic and environmental services	59 435	69 890	70 920	4 351	39 711	38 101	1 609	4%	70 920
Planning and development	9 030	11 868	11 764	989	7 241	8 113	(871)	-11%	11 764
Road transport	49 753	55 632	56 617	3 210	31 567	28 273	3 294	12%	56 617
Environmental protection	651	2 390	2 539	153	902	1 715	(813)	-47%	2 539
Trading services	323 358	363 203	370 794	29 318	228 344	237 551	(9 207)	-4%	370 794
Energy sources	208 229	260 127	259 592	22 189	157 549	180 686	(23 137)	-13%	259 592
Water management	37 704	28 971	34 304	2 321	23 751	18 327	5 424	30%	34 304
Waste water management	33 065	31 759	33 602	2 396	22 148	16 820	5 328	32%	33 602
Waste management	44 361	42 346	43 295	2 411	24 895	21 718	3 177	15%	43 295
Other	824	914	914	1	642	694	(52)	-7%	914
Total Expenditure - Functional	531 521	654 680	689 373	55 328	426 626	446 379	(19 753)	-4%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	58 311	(34 014)		(25 563)

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) - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21						YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Revenue - Functional									
Municipal governance and administration	88 978	95 002	95 064	6 158	75 266	80 403	(5 136)	-6%	95 083
Executive and council	-	-	0	10	19	1	19	2546567%	19
<i>Mayor and Council</i>	-	-	0	10	19	1	19	2546567%	19
Finance and administration	88 978	95 002	95 064	6 148	75 247	80 403	(5 155)	-6%	95 064
<i>Administrative and Corporate Support</i>	1	9	9	-	-	6	(6)	-100%	9
<i>Finance</i>	88 406	94 446	94 409	6 056	74 963	79 911	(4 948)	-6%	94 409
<i>Human Resources</i>	499	526	526	87	235	394	(159)	-40%	526
<i>Marketing, Customer Relations, Publicity and Media</i>	20	4	104	-	-	78	(78)	-100%	104
<i>Supply Chain Management</i>	52	17	17	5	50	13	37	289%	17
Community and public safety	112 056	156 525	156 352	23 743	114 863	111 087	3 776	3%	156 352
Community and social services	96 371	105 912	106 608	23 266	92 507	73 779	18 728	25%	106 608
<i>Aged Care</i>	86 628	95 119	95 415	23 219	87 387	65 384	22 003	34%	95 415
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	224	222	222	8	152	167	(14)	-9%	222
<i>Community Halls and Facilities</i>	495	863	863	34	356	647	(291)	-45%	863
<i>Libraries and Archives</i>	9 024	9 707	10 107	5	4 611	7 580	(2 969)	-39%	10 107
Sport and recreation	6 826	20 394	19 525	468	6 548	14 644	(8 095)	-55%	19 525
<i>Recreational Facilities</i>	6 456	7 299	7 299	465	6 501	5 474	1 027	19%	7 299
<i>Sports Grounds and Stadiums</i>	371	13 095	12 225	3	47	9 169	(9 122)	-99%	12 225

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Description	2019/20	Budget Year 2020/21						Full Year Forecast	
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Public safety	3	728	728	1	4	546	(542)	-99%	728
<i>Fire Fighting and Protection</i>	3	728	728	1	4	546	(542)	-99%	728
Housing	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492
<i>Housing</i>	8 855	29 492	29 492	8	15 803	22 119	(6 315)	-29%	29 492
Economic and environmental services	40 066	34 264	37 045	704	4 823	27 992	(23 169)	-83%	37 045
Planning and development	1 791	3 669	5 134	234	1 005	3 851	(2 845)	-74%	5 134
<i>Economic Development/Planning</i>	388	250	1 715	-	-	1 286	(1 286)	-100%	1 715
<i>Town Planning, Building Regulations and Enforcement</i>	1 404	2 793	2 793	234	1 005	2 095	(1 090)	-52%	2 793
<i>Project Management Unit</i>	-	626	626	-	-	470	(470)	-100%	626
Road transport	38 187	30 057	31 214	469	3 817	23 618	(19 801)	-84%	31 214
<i>Police Forces, Traffic and Street Parking Control</i>	20 076	23 720	23 720	469	3 817	17 998	(14 181)	-79%	23 720
<i>Roads</i>	18 111	6 337	7 493	-	-	5 620	(5 620)	-100%	7 493
Environmental protection	88	538	698	-	1	523	(522)	-100%	698
<i>Biodiversity and Landscape</i>	88	538	698	-	1	523	(522)	-100%	698
Trading services	346 951	374 903	375 221	41 457	255 878	285 127	(29 249)	-10%	375 221
Energy sources	226 478	267 273	267 493	32 697	179 807	196 094	(16 287)	-8%	267 493
<i>Electricity</i>	225 770	266 452	266 672	32 697	179 807	195 478	(15 671)	-8%	266 672
<i>Street Lighting and Signal Systems</i>	708	821	821	-	-	616	(616)	-100%	821
Water management	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
<i>Water Distribution</i>	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
Waste water management	45 431	26 404	26 404	2 308	21 376	26 953	(5 578)	-21%	26 404
<i>Sewerage</i>	33 343	23 012	23 012	2 308	21 376	24 410	(3 034)	-12%	23 012
<i>Storm Water Management</i>	12 088	3 391	3 391	-	-	2 544	(2 544)	-100%	3 391
Waste management	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020
<i>Solid Waste Removal</i>	25 388	25 206	27 020	2 414	21 267	18 145	3 122	17%	27 020
Other	-	109	109	1	93	82	11	14%	109
<i>Licensing and Regulation</i>	-	109	109	1	93	82	11	14%	109
Total Revenue - Functional	588 051	660 803	663 791	72 063	450 924	504 690	(53 767)	-11%	663 810

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21					YTD variance	YTD variance %	Full Year Forecast
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget			
R thousands									
Expenditure - Functional									
Municipal governance and administration	76 011	120 995	148 692	8 368	88 556	99 567	(11 011)	-11%	148 692
Executive and council	22 343	28 588	27 929	1 790	16 087	17 863	(1 776)	-10%	27 929
<i>Mayor and Council</i>	14 838	18 767	18 078	1 167	9 985	10 715	(730)	-7%	18 078
<i>Municipal Manager, Town Secretary and Chief Execut</i>	7 505	9 822	9 851	623	6 101	7 147	(1 046)	-15%	9 851
Finance and administration	51 368	90 177	118 533	6 356	70 568	79 996	(9 428)	-12%	118 533
<i>Administrative and Corporate Support</i>	10 401	8 615	16 337	1 057	9 093	10 132	(1 039)	-10%	16 337
<i>Asset Management</i>	100	4 392	4 392	2	151	3 284	(3 133)	-95%	4 392
<i>Budget and Treasury Office</i>	5	-	-	-	-	-	-		-
<i>Finance</i>	26 304	33 713	37 990	1 924	26 308	23 541	2 767	12%	37 990
<i>Fleet Management</i>	2 598	2 796	2 596	233	2 069	1 909	160	8%	2 596
<i>Human Resources</i>	(4 572)	19 972	34 942	1 766	18 510	25 619	(7 109)	-28%	34 942
<i>Information Technology</i>	2 974	3 719	3 719	279	3 056	3 458	(403)	-12%	3 719
<i>Legal Services</i>	2 188	1 780	3 287	106	2 772	2 495	276	11%	3 287
<i>Marketing, Customer Relations, Publicity and Media</i>	3 064	3 630	3 748	329	2 819	2 845	(26)	-1%	3 748
<i>Property Services</i>	1 813	3 489	3 489	50	435	1 509	(1 074)	-71%	3 489
<i>Risk Management</i>	16	421	421	-	-	316	(316)	-100%	421
<i>Supply Chain Management</i>	5 944	5 970	6 440	586	5 119	4 009	1 110	28%	6 440
<i>Valuation Service</i>	534	1 680	1 171	25	237	877	(641)	-73%	1 171
Internal audit	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
<i>Governance Function</i>	2 300	2 230	2 230	222	1 902	1 709	193	11%	2 230
Community and public safety	71 893	99 678	98 054	13 290	69 373	70 465	(1 092)	-2%	98 054
Community and social services	23 633	26 589	26 857	1 898	17 805	18 657	(853)	-5%	26 857
<i>Aged Care</i>	4 533	4 296	4 552	396	3 685	2 845	841	30%	4 552
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	2 903	3 317	3 292	251	2 146	2 289	(143)	-6%	3 292
<i>Child Care Facilities</i>	2	819	823	-	6	619	(613)	-99%	823
<i>Community Halls and Facilities</i>	5 568	6 080	6 087	455	3 836	4 320	(484)	-11%	6 087
<i>Disaster Management</i>	55	47	73	0	44	27	17	62%	73
<i>Education</i>	4	705	705	-	2	530	(528)	-100%	705
<i>Libraries and Archives</i>	10 568	11 324	11 324	796	8 086	8 027	59	1%	11 324
Sport and recreation	25 297	28 548	27 750	2 146	18 773	19 916	(1 143)	-6%	27 750
<i>Community Parks (including Nurseries)</i>	6 497	6 763	6 782	586	4 945	4 626	319	7%	6 782
<i>Recreational Facilities</i>	14 318	16 797	15 964	1 180	10 625	11 886	(1 261)	-11%	15 964
<i>Sports Grounds and Stadiums</i>	4 482	4 988	5 005	380	3 204	3 405	(201)	-6%	5 005
Public safety	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
<i>Fire Fighting and Protection</i>	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
Housing	12 954	35 126	34 022	8 621	27 188	25 249	1 939	8%	34 022
<i>Housing</i>	12 749	33 431	32 307	8 608	27 073	23 965	3 108	13%	32 307
<i>Informal Settlements</i>	205	1 695	1 715	13	115	1 284	(1 169)	-91%	1 715

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Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
Economic and environmental services	59 435	69 890	70 920	4 351	39 711	38 101	1 609	4%	70 920
Planning and development	9 030	11 868	11 764	989	7 241	8 113	(871)	-11%	11 764
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 825	2 182	2 124	126	1 150	1 325	(175)	-13%	2 124
<i>Economic Development/Planning</i>	1 570	2 227	2 182	96	1 278	1 410	(132)	-9%	2 182
<i>Town Planning, Building Regulations and Enforcement</i>	4 077	4 920	4 920	631	3 587	3 679	(92)	-2%	4 920
<i>Project Management Unit</i>	1 559	2 538	2 538	136	1 227	1 699	(472)	-28%	2 538
Road transport	49 753	55 632	56 617	3 210	31 567	28 273	3 294	12%	56 617
<i>Police Forces, Traffic and Street Parking Control</i>	25 573	31 101	30 929	1 936	14 940	11 090	3 851	35%	30 929
<i>Roads</i>	24 181	24 531	25 688	1 274	16 627	17 183	(556)	-3%	25 688
Environmental protection	651	2 390	2 539	153	902	1 715	(813)	-47%	2 539
<i>Biodiversity and Landscape</i>	(24)	2 390	2 539	153	902	1 715	(813)	-47%	2 539
<i>Pollution Control</i>	675	-	-	-	-	-	-		-
Trading services	323 358	363 203	370 794	29 318	228 344	237 551	(9 207)	-4%	370 794
Energy sources	208 229	260 127	259 592	22 189	157 549	180 686	(23 137)	-13%	259 592
<i>Electricity</i>	205 241	257 067	256 767	21 985	155 403	178 409	(23 006)	-13%	256 767
<i>Street Lighting and Signal Systems</i>	2 988	3 060	2 825	205	2 146	2 277	(131)	-6%	2 825
Water management	37 704	28 971	34 304	2 321	23 751	18 327	5 424	30%	34 304
<i>Water Treatment</i>	21	1 557	1 557	4	21	1 167	(1 147)	-98%	1 557
<i>Water Distribution</i>	35 159	24 063	29 096	2 268	21 626	14 935	6 692	45%	29 096
<i>Water Storage</i>	2 524	3 351	3 651	50	2 104	2 225	(122)	-5%	3 651
Waste water management	33 065	31 759	33 602	2 396	22 148	16 820	5 328	32%	33 602
<i>Public Toilets</i>	1 432	1 710	1 710	130	1 137	1 201	(64)	-5%	1 710
<i>Sewerage</i>	25 120	21 855	23 690	1 633	15 418	9 933	5 484	55%	23 690
<i>Storm Water Management</i>	6 508	5 720	5 720	634	5 591	3 830	1 761	46%	5 720
<i>Waste Water Treatment</i>	5	2 475	2 483	-	2	1 855	(1 853)	-100%	2 483
Waste management	44 361	42 346	43 295	2 411	24 895	21 718	3 177	15%	43 295
<i>Solid Waste Disposal (Landfill Sites)</i>	13 624	16 543	16 235	357	2 497	5 529	(3 031)	-55%	16 235
<i>Solid Waste Removal</i>	28 966	24 478	25 735	1 911	20 979	15 196	5 783	38%	25 735
<i>Street Cleaning</i>	1 771	1 325	1 325	143	1 419	993	426	43%	1 325
Other	824	914	914	1	642	694	(52)	-7%	914
Licensing and Regulation	18	60	60	1	2	54	(52)	-96%	60
Tourism	806	854	854	-	640	640	0	0%	854
Total Expenditure - Functional	531 521	654 680	689 373	55 328	426 626	446 379	(19 753)	-4%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	58 311	(34 014)	-58%	(25 563)

QUARTERLY REPORT MARCH 2020

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) - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	91 172	5 861	73 245	77 483	(4 239)	-5.5%	91 172
Vote 2 - Community Services	132 923	181 732	183 184	24 231	118 937	131 418	(12 481)	-9.5%	183 184
Vote 3 - Corporate Services	520	539	639	97	254	479	(225)	-47.0%	639
Vote 4 - Technical Services	367 989	385 828	387 303	41 827	258 059	294 189	(36 129)	-12.3%	387 303
Vote 5 - Muncipal Manager	537	1 495	1 495	47	428	1 121	(692)	-61.8%	1 495
Total Revenue by Vote	588 051	660 803	663 791	72 063	450 924	504 690	(53 767)	-10.7%	663 791
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	51 373	2 569	32 104	32 721	(617)	-1.9%	51 373
Vote 2 - Community Services	99 562	136 762	135 067	15 463	86 553	85 706	848	1.0%	135 067
Vote 3 - Corporate Services	31 442	61 026	83 158	4 833	46 352	56 385	(10 033)	-17.8%	83 158
Vote 4 - Technical Services	355 880	397 201	405 781	31 605	252 095	261 670	(9 575)	-3.7%	405 781
Vote 5 - Muncipal Manager	10 589	12 551	13 994	858	9 523	9 897	(375)	-3.8%	13 994
Total Expenditure by Vote	531 521	654 680	689 373	55 328	426 626	446 379	(19 753)	-4.4%	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	58 311	(34 014)	-58.3%	(25 582)

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WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
	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	86 082	91 210	91 172	5 861	73 245	77 483	(4 239)	-5%	91 172
1.1 - Assessment Rates	64 749	76 963	76 963	3 635	57 164	63 955	(6 791)	-11%	76 963
1.2 - Treasury: Administration	22 140	18 500	18 462	2 325	16 603	13 847	2 756	20%	18 462
1.3 - Treasury: Debtors	(910)	(4 493)	(4 493)	(104)	(572)	(498)	(73)	15%	(4 493)
1.4 - Treasury: Credit controle	51	223	223	-	(0)	167	(167)	-100%	223
1.5 - Supply Chain Management	52	17	17	5	50	13	37	289%	17
Vote 2 - Community Services	132 923	181 732	183 184	24 231	118 937	131 418	(12 481)	-9%	183 184
2.1 - Cemeteries	224	222	222	8	152	167	(14)	-9%	222
2.2 - Housing: Administration	9 049	30 043	30 043	24	15 947	22 532	(6 585)	-29%	30 043
2.3 - Library Services	9 024	9 707	10 107	5	4 611	7 580	(2 969)	-39%	10 107
2.4 - Fire Protection Services	3	728	728	1	4	546	(542)	-99%	728
2.5 - Pine Forest : Administration	6 456	7 298	7 298	465	6 501	5 473	1 028	19%	7 298
2.7-Community Halls And Facilities	382	605	605	17	222	454	(232)	-51%	605
2.8-Licensing & Regulation	100	109	109	1	93	82	11	14%	109
2.9-Environmental Protection	88	538	698	-	1	523	(522)	-100%	698
2.10-Parks	41	113	113	2	19	85	(66)	-77%	113
2.11-Traffic	18 235	20 050	20 050	469	3 817	15 245	(11 428)	-75%	20 050
2.13-Social & Welfare Services	86 628	95 119	95 415	23 219	87 387	65 384	22 003	34%	95 415
2.15-Recreational Land	371	13 095	12 225	3	47	9 169	(9 122)	-99%	12 225
2.16-Swimming Pools	95	186	186	17	134	139	(5)	-4%	186
2.17-Vehicle Licensing & Testing	1 842	3 670	3 670	-	-	2 753	(2 753)	-100%	3 670
2.18-L E D	388	250	1 715	-	-	1 286	(1 286)	-100%	1 715
Vote 3 - Corporate Services	520	539	639	97	254	479	(225)	-47%	639
3.3-Human Resources	499	526	526	87	235	394	(159)	-40%	526
3.5-Council Cost	-	-	0	10	19	0	19	2546567%	0
3.7-Marketing & Communications	20	4	104	-	-	78	(78)	-100%	104
3.9-Administration	1	9	9	-	-	6	(6)	-100%	9
Vote 4 - Technical Services	367 989	385 828	387 303	41 827	258 059	294 189	(36 129)	-12%	387 303
4.1-Building Regulations & Enforce	979	899	899	187	603	674	(71)	-11%	899
4.2-Electricity: Administration	226 811	268 154	268 374	32 782	180 598	196 755	(16 157)	-8%	268 374
4.3-Electricity: Street Lights	708	821	821	-	-	616	(616)	-100%	821
4.5-Sewerage	34 078	23 304	23 304	2 372	21 947	24 629	(2 682)	-11%	23 304
4.7-Town Planning	213	1 756	1 756	35	235	1 317	(1 082)	-82%	1 756
4.8-Stormwater Management	12 088	3 391	3 391	-	-	2 544	(2 544)	-100%	3 391
4.9-Roads	18 111	6 337	7 493	-	-	5 620	(5 620)	-100%	7 493
4.10-Solid Waste (Dumping Site)	769	630	1 500	49	551	1 069	(518)	-48%	1 500
4.11-Solid Waste (Garden)	-	4	4	-	-	1	(1)	-100%	4
4.12-Solid Waste (Removal)	24 578	24 510	25 456	2 363	20 697	17 029	3 668	22%	25 456
4.14-Water Distribution	49 654	56 021	54 303	4 039	33 428	43 935	(10 507)	-24%	54 303
Vote 5 - Municipal Manager	537	1 495	1 495	47	428	1 121	(692)	-62%	1 495
5.1-Property & Legal Services	537	868	868	47	428	651	(223)	-34%	868
5.3-Project Management	-	626	626	-	-	470	(470)	-100%	626
Total Revenue by Vote	588 051	660 803	663 791	72 063	450 924	504 690	(53 767)	-11%	663 791

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WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Vote 1 - Financial Services	34 049	47 139	51 373	2 569	32 104	32 721	(617)	-2%	51 373
1.1 - Assessment Rates	1 748	3 174	6 731	369	3 803	-	3 803	#DIV/0!	6 731
1.2 - Treasury: Administration	11 488	21 185	22 692	349	13 653	17 829	(4 176)	-23%	22 692
1.3 - Treasury: Debtors	5 069	6 400	5 891	405	3 455	3 829	(374)	-10%	5 891
1.4 - Treasury: Credit controle	8 588	8 651	7 865	823	5 758	5 758	1	0%	7 865
1.5 - Supply Chain Management	5 949	5 970	6 440	587	5 126	4 009	1 117	28%	6 440
1.6 - Director: Finance	1 206	1 759	1 755	34	309	1 297	(988)	-76%	1 755
Vote 2 - Community Services	99 562	136 762	135 067	15 463	86 553	85 706	848	1%	135 067
2.1 - Cemeteries	2 903	3 317	3 292	251	2 146	2 289	(143)	-6%	3 292
2.2 - Housing: Administration	12 954	35 126	34 022	8 621	27 188	25 249	1 939	8%	34 022
2.3 - Library Services	10 568	11 066	11 066	796	8 086	7 834	252	3%	11 066
2.4 - Fire Protection Services	10 010	9 416	9 425	625	5 607	6 642	(1 035)	-16%	9 425
2.5 - Pine Forest : Administration	10 234	10 758	10 710	887	6 987	8 418	(1 431)	-17%	10 710
2.6-Klipriver Park: Administration	896	1 343	1 343	77	692	964	(272)	-28%	1 343
2.7-Community Halls And Facilities	5 176	5 787	5 794	420	3 514	4 115	(601)	-15%	5 794
2.8-Licensing & Regulation	18	60	60	1	2	54	(52)	-96%	60
2.9-Enviromental Protection	651	2 390	2 539	153	902	1 715	(813)	-47%	2 539
2.10-Parks	6 489	7 007	7 026	586	4 945	4 806	139	3%	7 026
2.11-Traffic	21 798	27 127	26 675	1 531	11 454	8 207	3 247	40%	26 675
2.12-Disaster Management	55	47	73	0	44	27	17	62%	73
2.13-Social & Welfare Services	4 539	5 820	6 080	396	3 693	3 994	(301)	-8%	6 080
2.15-Recreational Land	4 482	4 988	5 005	380	3 204	3 405	(201)	-6%	5 005
2.16-Swimming Pools	3 188	4 696	3 911	216	2 946	2 504	442	18%	3 911
2.17-Vehicle Licensing & Testing	3 774	3 974	4 254	406	3 487	2 883	603	21%	4 254
2.18-L E D	1 570	2 227	2 182	96	1 278	1 410	(132)	-9%	2 182
2.19-Director: Community Services	256	1 611	1 610	23	380	1 189	(809)	-68%	1 610
Vote 3 - Corporate Services	31 442	61 026	83 158	4 833	46 352	56 385	(10 033)	-18%	83 158
3.1-Property Administration	1 530	418	418	50	430	1 241	(811)	-65%	418
3.2-Information Tecnology	2 928	3 658	3 718	279	3 055	3 458	(403)	-12%	3 718
3.3-Human Resources	(4 572)	19 972	34 942	1 766	18 510	25 619	(7 109)	-28%	34 942
3.5-Council Cost	14 838	18 767	18 078	1 167	9 985	10 715	(730)	-7%	18 078
3.5-Town Secretary	1 320	1 385	1 385	121	1 083	1 030	53	5%	1 385
3.6-Tourism	806	854	854	-	640	640	0	0%	854
3.7-Marketing & Communications	3 110	3 691	3 749	329	2 820	2 846	(26)	-1%	3 749
3.8-Thusong Centre	407	312	312	36	327	221	106	48%	312
3.9-Administration	9 364	10 124	17 846	936	8 010	9 315	(1 305)	-14%	17 846
3.10-Director Corporate Services	1 711	1 846	1 856	149	1 491	1 300	191	15%	1 856
Vote 4 - Technical Services	355 880	397 201	405 781	31 605	252 095	261 670	(9 575)	-4%	405 781
4.1-Building Regulations & Enforce	2 583	2 669	2 669	291	2 143	1 993	150	8%	2 669
4.2-Electricity: Administration	205 289	257 174	256 639	21 836	155 609	178 669	(23 060)	-13%	256 639
4.3-Electricity: Street Lights	175	-	-	-	-	131	(131)	-100%	-
4.4-Mechanical Workshop	2 598	2 796	2 596	233	2 069	1 909	160	8%	2 596
4.4-Public Toilets	1 432	1 710	1 710	130	1 137	1 201	(64)	-5%	1 710
4.5-Sewerage	27 884	26 977	28 821	1 986	17 356	13 672	3 683	27%	28 821
4.7-Town Planning	1 494	2 251	2 251	340	1 444	1 686	(242)	-14%	2 251
4.8-Stormwater Management	6 508	5 720	5 720	634	5 591	3 830	1 761	46%	5 720
4.9-Roads	24 181	24 531	25 688	1 274	16 627	17 183	(556)	-3%	25 688
4.10-Solid Waste (Dumping Site)	13 624	16 543	16 235	357	2 497	5 529	(3 031)	-55%	16 235
4.11-Solid Waste (Garden)	16 360	13 006	12 406	706	8 773	7 622	1 151	15%	12 406
4.12-Solid Waste (Removal)	14 377	12 798	14 654	1 348	13 625	8 567	5 058	59%	14 654
4.13-Water Storage	2 524	3 366	3 666	50	2 104	2 236	(133)	-6%	3 666
4.14-Water Distribution	35 180	25 875	30 908	2 271	21 647	16 091	5 556	35%	30 908
4.15-Director: Technical Services	1 672	1 786	1 818	150	1 473	1 350	123	9%	1 818
Vote 5 - Muncipal Manager	10 589	12 551	13 994	858	9 523	9 897	(375)	-4%	13 994
5.1-Property & Legal Services	2 188	1 980	3 487	106	2 776	2 551	225	9%	3 487
5.2-IDP	1 825	2 182	2 124	126	1 150	1 325	(175)	-13%	2 124
5.3-Project Management	537	1 208	1 207	45	413	879	(467)	-53%	1 207
5.4-Performance Management	1 022	1 331	1 331	90	814	819	(5)	-1%	1 331
5.5-Internal Audit	2 316	2 650	2 650	222	1 902	2 024	(123)	-6%	2 650
5.6-Municipal Manager	2 702	3 201	3 194	269	2 468	2 298	170	7%	3 194
Total Expenditure by Vote	531 521	654 680	689 373	55 328	426 626	446 379	(19 753)	(0)	689 373
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	58 311	(34 014)	(0)	(25 582)

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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) - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	3 815	62 123	61 620	502	1%	72 282
Service charges - electricity revenue	221 840	265 119	265 339	32 718	179 948	189 125	(9 177)	-5%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 626	29 680	26 103	3 577	14%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	2 159	19 998	15 219	4 779	31%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 178	19 119	17 817	1 303	7%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	7 567	419	4 022	5 976	(1 954)	-33%	7 567
Interest earned - external investments	8 551	8 695	8 695	404	4 879	6 521	(1 642)	-25%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	1 059	10 444	5 919	4 526	76%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	3	47	14 819	(14 772)	-100%	19 482
Licences and permits	1 125	165	165	100	838	123	714	579%	165
Agency services	5 630	5 420	5 420	367	3 021	4 065	(1 044)	-26%	5 420
Transfers recognised - operational	87 675	138 467	139 123	23 227	108 609	98 166	10 443	11%	139 123
Other revenue	10 219	9 704	9 666	1 988	8 194	9 666	(1 472)	-15%	9 666
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	617 464	72 063	450 923	455 138	(4 215)	-1%	611 080
Expenditure By Type									
Employee related costs	149 718	192 524	208 373	15 831	148 760	156 280	(7 520)	-5%	208 373
Remuneration of councillors	9 458	11 459	11 459	794	7 146	7 513	(367)	-5%	11 459
Debt impairment	40 803	33 613	43 513	2 417	24 881	32 635	(7 754)	-24%	(0)
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	22 811	(8 793)	-39%	45 590
Finance charges	8 409	8 840	8 724	4	269	751	(482)	-64%	8 724
Bulk purchases	188 783	229 196	229 196	20 414	139 298	162 649	(23 351)	-14%	229 196
Other materials	15 535	17 569	19 062	923	10 900	13 747	(2 847)	-21%	19 062
Contracted services	41 971	43 731	51 139	4 152	29 286	31 549	(2 263)	-7%	51 139
Transfers and grants	10 019	30 962	30 854	8 270	24 772	22 838	1 934	8%	30 854
Other expenditure	37 568	41 196	41 463	2 523	27 296	28 242	(946)	-3%	46 393
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	689 373	55 328	426 626	479 013	(52 388)	-11%	650 790
Surplus/(Deficit)	(13 907)	(38 055)	(71 909)	16 734	24 297	(23 875)	48 172	(0)	(39 710)
Transfers recognised - capital	70 437	44 178	46 327	-	1	34 745	(34 745)	-100%	46 327
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	(25 582)	16 734	24 298	10 870	13 427	-	6 617
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	56 530	6 123	(25 582)	16 734	24 298	10 870			6 617
Surplus/ (Deficit) for the year	56 530	6 123	(25 582)	16 734	24 298	10 870			6 617

The revenue and expenditure figures excludes internal charges.

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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) - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Multi-Year expenditure appropriation</u>									
Vote 2 - Community Services	637	3 106	600	-	-	-	-		600
Vote 4 - Technical Services	47 388	33 049	35 680	408	9 744	10 766	(1 022)	-9%	35 680
Total Capital Multi-year expenditure	48 025	36 155	36 280	408	9 744	10 766	(1 022)	-9%	36 280
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	675	80	80	1	34	13	21	159%	80
Vote 2 - Community Services	3 394	15 992	20 266	554	4 253	4 385	(132)	-3%	20 266
Vote 3 - Corporate Services	1 021	3 380	4 560	50	1 028	7 029	(6 001)	-85%	4 560
Vote 4 - Technical Services	33 524	15 950	20 147	821	9 648	10 543	(895)	-8%	20 147
Vote 5 - Muncipal Manager	18	56	56	14	14	2	12	500%	56
Total Capital single-year expenditure	38 631	35 458	45 110	1 440	14 977	21 973	(6 996)	-32%	45 110
Total Capital Expenditure	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390

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WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q3 Third Quarter									
Vote Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
Governance and administration	1 782	2 700	6 546	91	2 376	8 476	(6 100)	-72%	6 546
Executive and council	388	150	2 356	20	116	1 734	(1 618)	-93%	2 356
Finance and administration	1 394	2 550	4 190	71	2 261	6 742	(4 481)	-66%	4 190
Community and public safety	3 513	18 572	20 162	552	4 073	3 886	187	5%	20 162
Community and social services	187	4 190	6 491	-	343	3 274	(2 931)	-90%	6 491
Sport and recreation	3 326	13 461	12 675	552	3 650	71	3 579	5030%	12 675
Public safety	-	922	997	(0)	80	541	(462)	-85%	997
Economic and environmental service	33 399	13 808	13 919	61	7 333	7 858	(526)	-7%	13 919
Planning and development	491	26	138	-	30	35	(5)	-14%	138
Road transport	32 908	13 782	13 782	61	7 303	7 824	(521)	-7%	13 782
Trading services	47 963	36 533	40 763	1 144	10 939	12 518	(1 579)	-13%	40 763
Energy sources	11 378	8 700	9 135	131	3 873	5 171	(1 298)	-25%	9 135
Water management	12 522	19 581	17 384	239	1 042	1 055	(14)	-1%	17 384
Waste water management	22 950	7 241	8 171	553	5 088	2 382	2 706	114%	8 171
Waste management	1 112	1 010	6 073	221	936	3 910	(2 974)	-76%	6 073
Total Capital Expenditure - Standard Classification	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390
Funded by:									
National Government	25 874	38 506	36 789	773	8 606	4 914	3 692	75%	36 789
Provincial Government	27 586	6 672	8 537	-	251	6 403	(6 152)	-96%	8 537
District Municipality	717	500	500	-	-	375	(375)	-100%	500
Other transfers and grants	-	-	501	-	-	376	(376)	-100%	501
Transfers recognised - capital	54 177	45 678	46 327	773	8 857	12 068	(3 211)	-27%	46 327
Borrowing	-	-	3 043	-	-	2 283	(2 283)	-100%	3 043
Internally generated funds	32 479	25 935	32 019	1 074	15 863	18 388	(2 524)	-14%	32 019
Total Capital Funding	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	-24%	81 390

QUARTERLY REPORT MARCH 2020

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q3 Third Quarter

Vote Description	2019/20	Budget Year 2020/21							
	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	637	600	600	-	-	-	-	-	600
2.7-Community Halls And Facilities	-	600	600	-	-	-	-	-	600
2.10-Parks	637	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services	-	2 506	-	-	-	-	-	-	-
3.5-Council Cost	-	2 506	-	-	-	-	-	-	-
Vote 4 - Technical Services	47 388	33 049	35 680	408	9 744	10 766	1 056	10%	35 680
4.2-Electricity: Administration	9 226	7 369	7 577	126	3 449	3 709	(261)	-7%	7 577
4.3-Electricity: Street Lights	1 198	1 171	1 397	-	389	1 324	(935)	-71%	1 397
4.5-Sewerage	7 000	-	-	-	-	-	-	-	-
4.8-Stormwater Management	12 088	3 391	3 263	-	3 263	1 257	2 006	160%	3 263
4.9-Roads	7 744	3 186	3 186	61	2 023	1 340	683	51%	3 186
4.10-Solid Waste (Dumping Site)	603	1 000	1 998	221	416	854	(438)	-51%	1 998
4.11-Solid Waste (Garden)	-	-	3 043	-	-	2 283	-	-	3 043
4.14-Water Distribution	9 529	16 931	15 214	-	204	-	-	-	15 214
Total multi-year capital expenditure	48 025	36 155	36 280	408	9 744	10 766	(1 022)	-9%	36 280
Capital expenditure - Municipal Vote									
Expenditure of single-year capital appropriation									
Vote 1 - Financial Services	675	80	80	1	34	13	21	159%	80
1.2 - Treasury: Administration	591	50	50	-	16	-	16	#DIV/0!	50
1.6 - Director: Finance	85	30	30	1	18	13	5	35%	30
Vote 2 - Community Services	3 394	15 992	20 266	554	4 253	4 385	(132)	-3%	20 266
2.1 - Cemeteries	-	200	200	-	-	-	-	-	200
2.3 - Library Services	-	1 500	1 900	-	-	1 425	(1 425)	-100%	1 900
2.4 - Fire Protection Services	-	922	997	(0)	80	541	(462)	-85%	997
2.5 - Pine Forest : Administration	292	-	-	-	-	-	-	-	-
2.7-Community Halls And Facilities	129	1 850	2 286	-	318	750	(432)	-58%	2 286
2.10-Parks	1 963	560	644	6	623	71	552	776%	644
2.11-Traffic	-	495	495	-	120	371	(251)	-68%	495
2.15-Recreational Land	346	10 435	12 071	545	3 052	-	3 052	-	12 071
2.16-Swimming Pools	88	-	-	-	-	-	-	-	-
2.18-L E D	549	-	1 577	-	30	1 133	(1 104)	-97%	1 577
2.19-Director: Community Services	27	30	98	2	31	93	(62)	-67%	98
Vote 3 - Corporate Services	1 021	3 380	4 560	50	1 028	7 029	(6 001)	-85%	4 560
3.2-Information Technology	634	550	666	-	646	363	282	78%	666
3.5-Council Cost	-	1 000	2 099	-	235	1 574	(1 339)	-85%	2 099
3.7-Marketing & Communications	148	300	240	47	47	167	(120)	-72%	240
3.9-Administration	21	1 500	1 500	-	70	4 911	(4 841)	-99%	1 500
3.10-Director Corporate Services	217	30	55	3	30	13	17	130%	55
Vote 4 - Technical Services	33 524	15 950	20 147	821	9 648	10 543	(895)	-8%	20 147
4.2-Electricity: Administration	102	160	160	5	35	138	(102)	-74%	160
4.3-Electricity: Street Lights	852	-	-	-	-	-	-	-	-
4.4-Mechanical Workshop	-	150	1 733	24	1 482	1 300	182	14%	1 733
4.4-Public Toilets	-	700	1 300	479	479	-	479	#DIV/0!	1 300
4.5-Sewerage	3 562	2 700	3 158	74	1 346	675	671	99%	3 158
4.8-Stormwater Management	300	450	450	-	-	450	(450)	-100%	450
4.9-Roads	25 164	10 100	10 100	-	5 160	6 113	(953)	-16%	10 100
4.11-Solid Waste (Garden)	509	10	530	-	520	397	123	31%	530
4.12-Solid Waste (Removal)	-	-	501	-	-	376	(376)	-100%	501
4.14-Water Distribution	2 993	1 650	2 170	239	603	1 055	(453)	-43%	2 170
4.15-Director: Technical Services	41	30	45	-	23	38	(15)	-40%	45
Vote 5 - Municipal Manager	18	56	56	14	14	2	12	500%	56
5.3-Project Management	-	26	26	-	-	-	-	-	26
5.6-Municipal Manager	18	30	30	14	14	2	12	500%	30
Total single-year capital expenditure	38 631	35 458	45 110	1 440	14 977	21 973	(6 996)	(0)	45 110
Total Capital Expenditure	86 657	71 613	81 390	1 848	24 721	32 739	(8 018)	(0)	81 390

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Q3 Third Quarter

Description	2019/20	Budget Year 2020/21			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash	94 272	89 164	73 319	123 697	73 319
Call investment deposits	(0)	–	–	20 000	–
Consumer debtors	58 357	29 579	58 062	73 039	58 062
Other debtors	19 685	26 690	11 076	50 820	11 076
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 693	11 319	11 693
Total current assets	184 006	156 835	154 149	278 876	154 149
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	44 492	44 350	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	953 687	929 031	953 687
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 029	2 426	2 029
Other non-current assets	550	550	550	550	550
Total non current assets	965 651	978 519	1 000 758	976 356	1 000 758
TOTAL ASSETS	1 149 656	1 135 353	1 154 908	1 255 233	1 154 908
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	7 150	7 445	7 150
Trade and other payables	62 785	69 191	63 479	135 617	63 479
Provisions	21 302	39 877	48 213	23 643	48 213
Total current liabilities	91 237	115 487	118 841	166 705	118 841
Non current liabilities					
Borrowing	4 704	675	9 222	4 704	9 222
Provisions	151 311	154 570	150 812	157 120	150 812
Total non current liabilities	156 015	155 245	160 034	161 825	160 034
TOTAL LIABILITIES	247 252	270 732	278 875	328 530	278 875
NET ASSETS	902 405	864 621	876 032	926 703	876 032
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	865 677	916 348	865 677
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	902 405	864 621	876 032	926 703	876 032

The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q3 Third Quarter

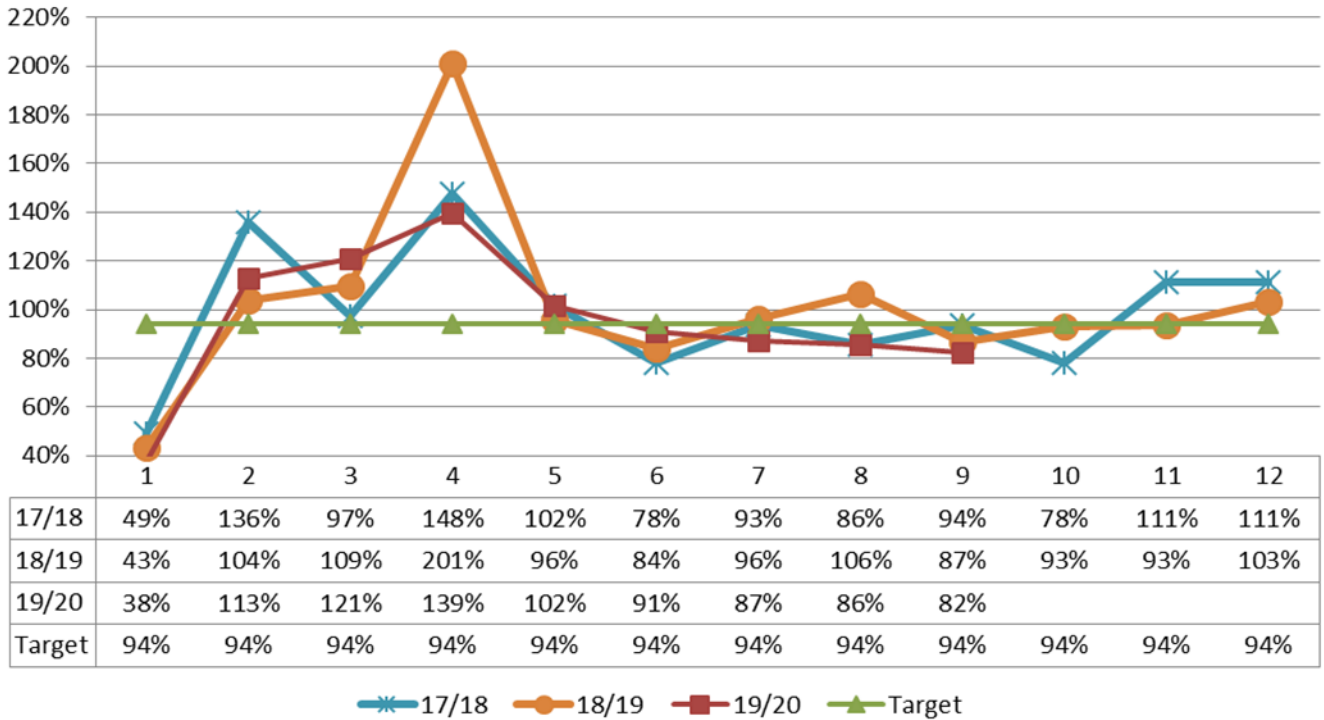
Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	71 559	4 144	59 211	60 332	(1 121)	-2%	71 559
Service charges	299 778	330 950	330 950	34 734	255 798	263 714	(7 916)	-3%	330 950
Other revenue	1 076	24 158	24 319	3 074	16 525	14 759	1 766	12%	24 319
Government - operating	126 944	139 169	139 123	23 212	121 259	138 962	(17 703)	-13%	139 123
Government - capital	36 531	50 208	46 122	28 123	55 599	40 230	15 369	38%	46 122
Interest	11 596	16 565	16 586	404	4 770	14 122	(9 351)	-66%	16 586
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(539 268)	(43 722)	(406 285)	(429 625)	(23 340)	5%	(539 268)
Finance charges	(651)	(1 366)	(1 249)	(4)	(50)	(682)	(632)	93%	(1 249)
Transfers and Grants	(10 019)	(30 962)	(31 079)	(8 320)	(29 791)	(28 438)	1 353	-5%	(31 079)
NET CASH FROM/(USED) OPERATING ACTIVITIES	81 900	70 001	57 062	41 644	77 037	73 373	(41 574)	-57%	57 062
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(81 014)	(2 318)	(27 345)	(58 096)	(30 750)	53%	(81 014)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(83 389)	(71 613)	(81 014)	(2 318)	(27 345)	(58 096)	(30 750)	53%	(81 014)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	(145)	(246)	-	(246)	-	-
Payments									
Repayment of borrowing	(2 477)	(500)	3 000	-	(20)	2 763	2 783	101%	3 000
NET CASH FROM/(USED) FINANCING ACTIVITIES	(1 745)	(500)	3 000	(145)	(266)	2 763	3 029	110%	(266)
NET INCREASE/ (DECREASE) IN CASH HELD	(3 234)	(2 112)	(20 952)	39 181	49 426	18 041			(20 952)
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	73 319		143 698	112 313			73 319

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q3 Third Quarter

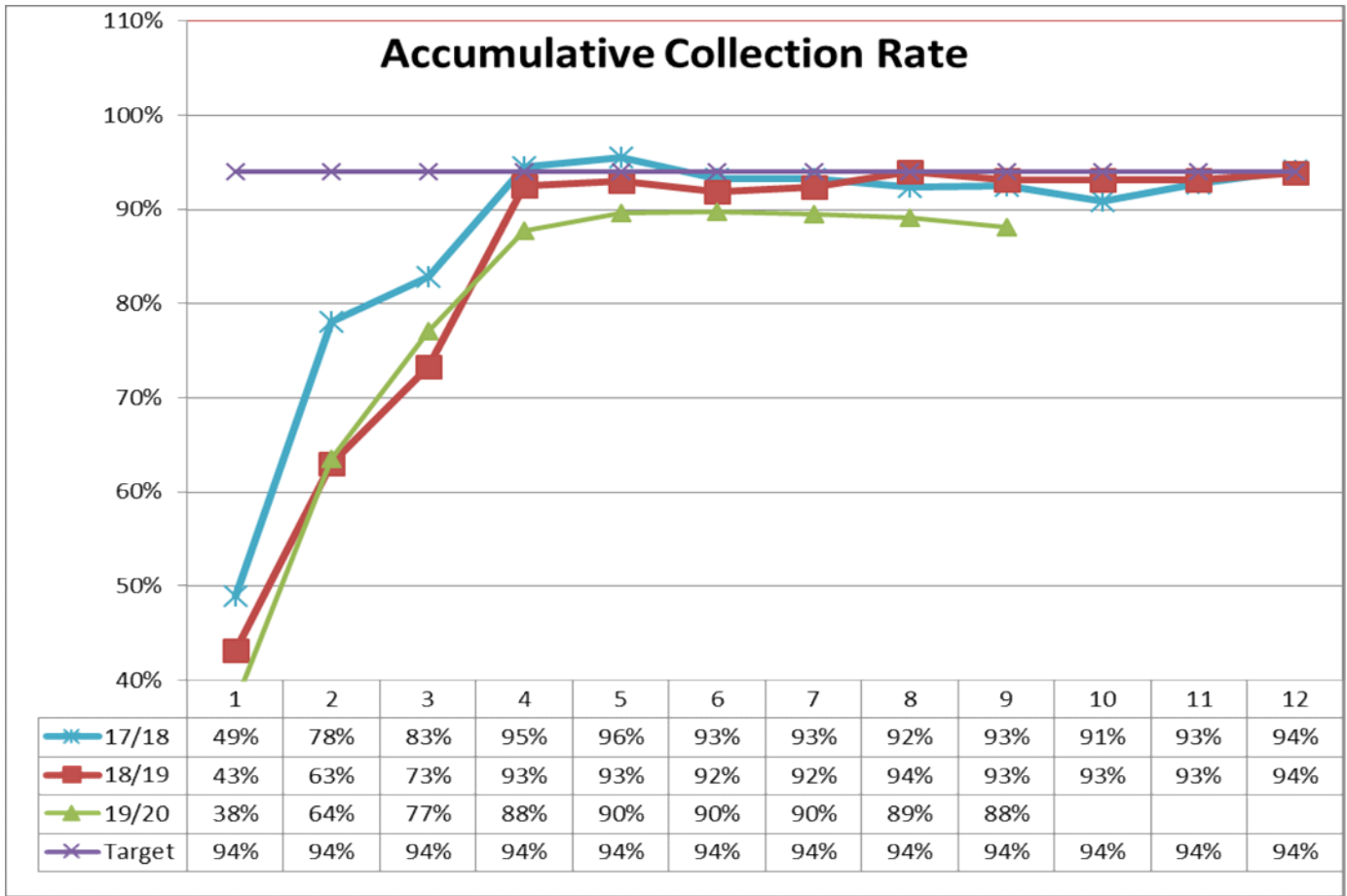
Description	NT Code	Budget Year 2020/21								Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr		
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	9 850	1 797	1 735	1 160	1 176	927	6 805	41 568	65 018	51 636
Electricity	1300	20 034	734	267	227	174	126	1 123	3 392	26 076	5 041
Property Rates	1400	4 016	330	275	252	243	224	4 022	14 166	23 528	18 907
Waste Water Management	1500	5 632	810	754	726	683	658	3 586	20 610	33 460	26 263
Waste Management	1600	6 114	917	835	772	733	704	3 632	21 752	35 459	27 593
Property Rental Debtors	1700	89	13	12	12	12	12	84	801	1 036	922
Interest on Arrear Accounts	1810	1 413	101	121	128	139	146	1 769	34 868	38 683	37 049
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(4 178)	28	41	31	51	25	194	1 069	(2 738)	1 370
Total By Income Source	2000	42 969	4 731	4 041	3 309	3 210	2 822	21 214	138 226	220 522	168 781
Debtors Age Analysis By Customer Group											
Organs of State	2200	667	379	208	186	139	92	2 448	5 756	9 875	8 621
Commercial	2300	17 593	498	254	201	161	132	1 959	7 826	28 624	10 279
Households	2400	24 270	3 670	3 390	2 753	2 759	2 460	16 042	121 467	176 810	145 480
Other	2500	439	184	189	169	152	138	766	3 178	5 214	4 402
Total By Customer Group	2600	42 969	4 731	4 041	3 309	3 210	2 822	21 214	138 226	220 522	168 781

Debtor Collection Rate per Month



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 March 2020 amounts to 82% in comparison to the previous year 87%.

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 Maart 2020 82% beloop in vergelyking met die vorige jaar 87 %.



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 88%.

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 88% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q3 Third Quarter

Description	NT Code	Budget Year 2020/21									Total	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			
R thousands												
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	970	44	-	-	-	-	-	-	-	1 014	-
Auditor General	0800	-	-	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	970	44	-	-	-	-	-	-	-	1 014	-

Notes

Material increases in value of creditors' categories compared to previous month to be explained

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q3 Third Quarter

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	10 Months	-	08/06/2020	-		-	-	20 000
Standard Bank	4 Months	-	09/12/2019	-		-	-	-
FNB	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	20 000

QUARTERLY REPORT MARCH 2020

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q3 Third Quarter

Description	Budget Year 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	23 227	88 328	72 839	15 489	21.3%	97 119
Equitable Share	92 850	92 850	23 212	85 782	69 638	16 145	23.2%	92 850
Local Government Financial Management Grant [Schedule 5B]	1 400	1 400	9	941	1 050	(109)	-10.4%	1 400
Expanded Public Works Programme Integrated Grant [Schedule 5B]	2 269	2 269	7	1 605	1 702	(97)	-5.7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	450	(450)	-100.0%	600
Provincial Government:	40 573	39 073	-	20 281	28 270	(7 989)	-28.3%	38 693
Housing	29 000	29 000	-	15 729	21 750	(6 021)	-27.7%	29 000
Financial Management	330	330	-	-	248	(248)	-100.0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	-	-	-	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	6 104	(1 552)	-25.4%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	-	-	-	-
Maintenance of Main Roads	-	-	-	-	168	(168)	-100.0%	224
Municipal Accreditation & Capacity Building Grant	224	224	-	-	-	-	-	-
District Municipality:								
Tourism								
Water Drought Support								
Other grant providers:	775	775	-	-	-	-		775
Belguim Grant	250	250	-	-	-	-		250
Table Mountain Fund	525	525	-	-	-	-		525
Total Operating Transfers and Grants	138 467	136 967	23 227	108 609	101 109	7 500	7.4%	136 587
Capital Transfers and Grants								
National Government:	41 984	40 267	-	1	-	1		40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	-	1	-	1		-
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	-	-	-	-		-
Integrated National Electrification Programme (Municipal)	2 609	2 609	-	-	-	-		40 267
Regional Social Economical Pro	3 478	3 478	-	-	-	-		-
Provincial Government:	1 694	1 694	-	-	-	-		972
Housing	-	-	-	-	-	-		-
Sport & Recreation	-	-	-	-	-	-		-
Main Roads	972	972	-	-	-	-		972
Fire Service Capacity Building Grant	722	722	-	-	-	-		-
District Municipality:								
	-	-	-	-	-	-		-
	-	-	-	-	-	-		-
Other grant providers:								
	-	-	-	-	-	-		-
	-	-	-	-	-	-		-
Total Capital Transfers and Grants	43 678	41 961	-	1	-	1		41 239
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	23 227	108 610	101 109	7 501	7.4%	177 826

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 - Q3 Third Quarter

Description	Budget Year 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	23 227	88 328	72 839	15 489	21.3%	97 119
Equitable Share	92 850	92 850	23 212	85 782	69 638	16 145	23.2%	92 850
Local Government Financial Management Grant [Sche	1 400	1 400	9	941	1 050	(109)	-10.4%	1 400
Expanded Public Works Programme Integrated Grant f	2 269	2 269	7	1 605	1 702	(97)	-5.7%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	-	-	450	(450)	-100.0%	600
Other transfers and grants [insert description]	-	-	-	-	-	-	-	-
Provincial Government:	40 573	39 073	-	20 281	29 305	(9 024)	-30.8%	38 693
Housing	29 000	29 000	-	15 729	21 750	(6 021)	-27.7%	29 000
Financial Management	330	330	-	-	248	(248)	-100.0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	750	(750)	-100.0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	6 104	(1 552)	-25.4%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	285	(285)	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Building Grant	224	224	-	-	168	(168)	-100.0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	-	-	-	775
Belguim Grant	250	250	-	-	-	-	-	250
Table Mountain Fund	525	525	-	-	-	-	-	525
Total operating expenditure of Transfers and Grants:	138 467	136 967	23 227	108 609	102 144	6 465	-9.5%	136 587
Capital expenditure of Transfers and Grants								
National Government:	41 984	40 267	-	1	30 200	(5 834)	-184.9%	40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	-	1	14 225	-	-	18 966
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	-	-	11 410	(30 199)	-100.0%	15 214
Integrated National Electrification Programme (Mun	2 609	2 609	-	-	1 957	(14 224)	-100.0%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	2 609	(11 410)	-100.0%	3 478
Provincial Government:	1 694	1 694	-	-	1 270	(1 270)	-100%	-
Housing	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-
Main Roads	972	972	-	-	729	(729)	-100.0%	-
Fire Service Capacity Building Grant	722	722	-	-	541	(541)	-100.0%	-
District Municipality:	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Other grant providers:	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants	43 678	41 961	-	1	31 470	(57 104)	-181.5%	40 267
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	182 145	178 928	23 227	108 610	133 615	(50 639)	-37.9%	176 854

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 - Q3 Third Quarter

Description	Ref	Budget Year 2020/21				
		Approved Rollover 2019/20	Monthly actual	YearTD actual	YTD variance	YTD variance %
R thousands						
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		-	-	-	-	
None		-	-	-	-	
Provincial Government:		-	-	-	-	
None		-	-	-	-	
District Municipality:		-	-	-	-	
None		-	-	-	-	
Other grant providers:		-	-	-	-	
None		-	-	-	-	
Total operating expenditure of Approved Roll-overs		-	-	-	-	
Capital expenditure of Approved Roll-overs						
National Government:		-	-	-	-	
Municipal Infrastructure Grant [Schedule 5B]		-	-	-	-	
Provincial Government:		-	-	-	-	
None		-	-	-	-	
District Municipality:		-	-	-	-	
None		-	-	-	-	
Other grant providers:		-	-	-	-	
None		-	-	-	-	
Total capital expenditure of Approved Roll-overs		-	-	-	-	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		-	-	-	-	

QUARTERLY REPORT MARCH 2020

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q3 Third Quarter

Summary of Employee and Councillor remuneration	Budget Year 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	605	5 461	5 773	(312)	-5%	7 718
Pension and UIF Contributions	1 137	1 137	88	793	426	367	86%	1 137
Medical Aid Contributions	227	227	20	157	95	62	66%	227
Motor Vehicle Allowance	741	741	-	-	-	-		741
Cellphone Allowance	1 094	1 094	78	704	819	(115)	-14%	1 094
Housing Allowances	487	487	3	31	400	(369)	-92%	487
Other benefits and allowances	54	54	-	-	-	-		54
Sub Total - Councillors	11 459	11 459	794	7 146	7 513	(367)	-5%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	237	2 223	2 857	(634)	-22%	3 809
Pension and UIF Contributions	783	783	17	149	588	(438)	-75%	783
Medical Aid Contributions	135	135	4	49	101	(52)	-52%	135
Overtime	-	-	-	-	-	-		-
Performance Bonus	891	891	47	358	668	(310)	-46%	891
Motor Vehicle Allowance	1 052	1 052	68	612	789	(177)	-22%	1 052
Cellphone Allowance	71	71	2	31	53	(22)	-42%	71
Housing Allowances	154	154	-	-	115	(115)	-100%	154
Other benefits and allowances	115	115	9	90	86	4	5%	115
Payments in lieu of leave	-	-	-	-	-	-		-
Long service awards	-	-	-	-	-	-		-
Post-retirement benefit obligations	-	-	-	-	-	-		-
Sub Total - Senior Managers	7 010	7 010	384	3 512	5 258	(1 746)	-33%	7 010
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 177	85 435	87 396	(1 961)	-2%	116 528
Pension and UIF Contributions	17 544	17 550	1 433	12 915	13 162	(247)	-2%	17 550
Medical Aid Contributions	7 793	7 793	701	5 961	5 844	117	2%	7 793
Overtime	12 733	12 733	1 235	12 726	9 550	3 176	33%	12 733
Performance Bonus	8 186	8 186	718	6 465	6 140	326	5%	8 186
Motor Vehicle Allowance	4 497	4 497	434	3 912	3 373	539	16%	4 497
Cellphone Allowance	405	405	43	376	304	72	24%	405
Housing Allowances	1 649	1 649	130	1 155	1 237	(81)	-7%	1 649
Other benefits and allowances	4 318	4 322	356	3 187	3 241	(54)	-2%	4 322
Payments in lieu of leave	889	889	465	6 339	667	5 672	851%	889
Long service awards	436	436	141	1 273	327	946	290%	436
Post-retirement benefit obligations	11 376	26 376	606	5 451	19 782	(14 331)	-72%	26 376
Sub Total - Other Municipal Staff	185 514	201 363	15 439	145 194	151 022	(5 828)	-4%	201 363
TOTAL SALARY, ALLOWANCES & % increase	203 983	219 832	16 617	155 853	163 793	(7 940)	-5%	219 832
TOTAL MANAGERS AND STAFF	192 524	208 373	15 823	148 706	156 280	(7 573)	-5%	208 373

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 - Q3 Third Quarter

Description	Ref	Budget Year 2020/21											
		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		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687	4 144	3 727	3 884	4 736
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265	27 791	32 697	33 059	37 669
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666	2 954	3 109	3 054	4 390
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600	1 585	1 449	1 564	1 419
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680	2 404	1 928	1 899	2 558
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		240	284	382	381	281	231	553	473	430	134	435	527
Interest earned - external investments		434	623	77	700	638	728	23	1 143	404	590	831	2 494
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	7 900
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		208	288	300	395	239	177	398	315	294	217	851	1 383
Licences and permits		308	8	1 318	162	176	704	206	580	532	14	362	(2 456)
Agency services		-	-	-	-	-	-	-	-	-	3 670	-	-
Transfer receipts - operating		47 994	5 605	-	3 042	10 946	25 708	4 064	689	23 212	161	0	17 703
Other revenue		145	331	344	461	433	376	1 691	1 064	1 818	2 325	410	489
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	59 195	37 939	31 161	65 568	50 022	46 349	78 812
Other Cash Flows by Source													
Transfer receipts - capital		14 003	-	-	-	3 474	10 000	-	-	28 123	4 104	1 788	(15 369)
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83	(145)	-	-	246
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	69 189	37 693	31 244	93 545	54 126	48 137	63 688
Cash Payments by Type													
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757	14 505	14 541	16 489	13 449
Remuneration of councillors		909	910	899	906	906	906	897	918	794	966	963	1 485
Interest paid		-	-	-	-	-	46	-	-	4	-	-	1 200
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913	20 414	24 914	23 272	34 744
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697	2 442	2 046	2 829	1 947
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434	4 165	4 659	6 958	14 395
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500	1 877	263	119	8 320	660	1 272	(643)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311	2 399	4 712	1 307	6 452
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	46 366	35 027	44 149	53 043	52 498	53 090	73 029
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932	2 318	6 607	9 959	43 585
Repayment of borrowing		-	-	22	-	-	-	(2)	-	-	-	-	(3 020)
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008	(997)	-	-	583
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	52 834	36 905	47 088	54 365	59 104	63 049	114 177
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	16 355	788	(15 844)	39 181	(4 978)	(14 911)	(50 489)
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	138 720	123 808
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	138 720	123 808	73 320

QUARTERLY REPORT MARCH 2020

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q3 Third Quarter

Month	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	-	-	-	101	101	-	(101)	#DIV/0!	0%
August	2 395	1 979	2 249	3 035	3 136	2 249	(886)	-39.4%	4%
September	3 895	3 219	3 658	2 468	5 604	5 907	303	5.1%	8%
October	4 259	3 520	4 000	6 398	12 002	9 907	(2 095)	-21.1%	17%
November	5 596	4 625	5 256	2 200	14 202	15 163	961	6.3%	20%
December	4 014	3 317	3 770	4 387	18 589	18 933	344	1.8%	26%
January	2 324	1 921	2 183	1 566	20 155	21 116	961	4.6%	28%
February	5 448	4 502	5 116	2 718	22 873	26 233	3 360	12.8%	32%
March	6 120	5 057	5 748	1 848	24 721	31 980	7 260	22.7%	35%
April	10 087	8 336	9 474	719	25 439	41 454	16 015	38.6%	
May	3 737	3 088	3 509	-		44 964	-		
June	38 783	32 050	36 426	-		81 390	-		
Total Capital expenditure	86 657	71 613	81 390	25 439					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
 Quarter ending February 2020
 Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income	Income	Income	Expenditure	Expenditure	Expenditure	Income YTD	Expenditure	Total YTD	Total YTD
		transactions January 2020	transactions February 2020	transactions March 2020	transactions January 2020	transactions February 2020	transactions March 2020	transactions Quarter 3	transactions Quarter 3	Income	Expenditure
		R	R		R	R		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 section 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	-	-	-	2 501 852	3 302 403	4 206 049	-	9 284 243	-	29 309 203
	- 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	-233 555	-200 547	-282 993	474 300	-25 949	367 020	-1 222 838	583 877	-1 902 548	1 612 809
		-233 555	-200 547	-282 993	2 976 152	3 276 455	4 573 069	-1 222 838	9 868 120	-1 902 548	30 922 012
11(1) (h)	Cash management and investment purposes:										
	- Realised	-	-20 000 000	-				-	-70 000 000		
	- Made	-	-	-					90 000 000		
	- Nett movement	-	-20 000 000	-					20 000 000		

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - YTD Act Mar

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2019/2020	Amended Budget 2019/2020	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	119 509 049	120 349 949	87 670 372	72.85%
66(b)	Contributions to pension funds and medical aid	26 243 876	26 251 676	19 062 983	72.62%
66(c)	Travel, accomodation and subsistence	5 549 194	5 549 194	4 523 399	81.51%
66(d)	Housing benefits and allowances	1 802 658	1 802 658	1 155 205	64.08%
66(e)	Overtime	12 533 132	12 532 597	12 725 567	101.54%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	26 886 346	41 886 881	23 622 659	56.40%
	Sub - Total (Staff Benefits)	R 192 524 255	R 208 372 955	R 148 760 184	71.39%
Councillor Benefits					
MAY	Mayor	979 897	979 897	469 950	47.96%
DM	Deputy Mayor	729 598	729 598	435 319	59.67%
SP	Speaker	729 892	729 892	434 104	59.48%
MCM	Mayoral Committee members	2 625 434	2 625 434	1 609 837	61.32%
CLLR	Other Councillors	5 029 252	5 029 252	3 246 812	64.56%
MED	Medical aid contributions	227 354	227 354	156 843	68.99%
PEN	Pension fund contributions	1 137 333	1 137 333	793 320	69.75%
WARD	Ward Committee Allowance	1 152 000	1 152 000	1 010 000	87.67%
	Sub - Total (Councillors' Benefits)	12 610 760	R 12 610 760	R 8 156 185	64.68%
Total Councillor and Staff Benefits		R 205 135 015	R 220 983 715	R 156 916 369	71.01%

WITZENBERG MUNICIPALITY: 2019/20 3rd QUARTER PERFORMANCE REPORT (Top Layer SDBIP)

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	3rd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Essential Services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on the preventative maintenance budget of the Technical Department.	98%	75%	78%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	95%	60%	35%	Tulbagh Dam tender cancelled due to non-complaint bidders. National Lock down brought all projects/bids to a stand still.	Tulbagh Dam tender to go out on tender again. National Lock down to be lifted.
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat36	Percentage of valid water connection applications connected by reporting period end	95%	95%	100%		
		TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	95%	95%	100%		
		TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	95%	95%	99,3%		
		TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	7	7	7		
		TecWat20	Decrease unaccounted water losses.	18%	18%	14,2%		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	10,2%	Eskom meters read midnight month end, Munic only LPU's, rest on varying dates.	Alignment of readings will improve towards year-end.
TecRo7	Kilometres of roads upgraded & rehabilitated.	4	2	4,1				
Essential Services	Provide for the needs of informal settlements through improved	TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	3	3	3		
		TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	3	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	3rd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
	services	TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	3	3	3		
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional transformation & development	CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	75%	56%	Training Money were put aside for MMCL Tender , tender not awarded yet .	Tender needs to be awarded.
		CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	3	3		
	Financial Viability	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	200	200	405	No new loans taken up.	
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	3,98		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	61%	Increase in outstanding debtors.	Strict Implementation of Credit Control Policy. Roll out of Revenue Enhancement Project. Collectability of old outstanding must be considered for write off.
		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		
		FinInc15	Increased revenue collection	94%	94%	88%	Slower Payment patterns had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	Stringent implementation of the credit control policy.
		MM1	Percentage expenditure on the preventative maintenance budget of the whole of the municipality.	98%	75%	78%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	95%	60%	30,4%	Tulbagh Dam tender cancelled due to non-complaint bidders. Tender for pavillions had to be re-advertised and appeal lodged further delayed appointment. National Lock down brought all projects/bids to a stand still.	Tulbagh Dam tender to be re-advertised. National Lock down to be lifted.
		To maintain &	MMIDP9	Number of IDP community engagements held.	14	7	7	

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	3rd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
	strengthen relations	ComSoc49	Number of meetings with intergovernmental partners.	12	9	9		
Communal Services	Provide & maintain facilities that make citizens feel at home	ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
		ComDir1	Percentage expenditure on the preventative maintenance budget of the Community Department	98%	75%	66,0%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved.	All relevant tenders has been advertised and appointments has been made.
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	95%	60%	20,3%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved. Tender for pavillions had to be re-advertised and appeal lodged further delayed appointment. National Lock down brought all projects/bids to a stand still.	All relevant tenders has been advertised and apart from a tender that had to be re-advertised, appointments has been made. Projects to continue after lockdown.
Socio-Economic Support	Support the poor & vulnerable through programmes & policy	ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3078		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	400	300	300		
		ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	15	25		
		ComHS14	Number of housing opportunities provided per year - top structures.	199	150	199		
		ComHS15	Number of rental stock transferred.	40	30	30		
	Create an enabling	ComLed19	Quarterly report to Mayco on investment incentives implemented.	4	3	3		
		ComLed20	Quarterly report to Mayco on the Small Business Entrepreneurs Development Programme.	4	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	3rd Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Socio-Economic Support	Create an enabling environment to attract investment & support local economy	ComLed21	Quarterly report to Mayco on the progress of the Ceres Business Initiative (CBI) Entrepreneur Programme for SMME's	4	3	3		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	3	3		

Total Cost Savings Disclosure in the In-Year and Annual Report

Quarter ended: March 2020

Witzenberg Municipality

Measures	Adj Budget	Q1	Q2	Q3	Q4	Total YTD	PREV TOTAL YTD	Savings
Use fo Consultants	20 530 724	2 802 025	6 191 872	2 585 816		11 579 713	12 227 670	647 958
Vehicles used for political office -bearers	14 837	1 850	231	1 274	-	3 355	13 530	10 175
Travel and subsistence	1 377 971	163 856	223 878	123 711		511 444	710 391	198 947
Domestic Accomodation	371 251	3 097	68 938	22 367		94 402	231 426	137 024
Sponsorships, events and catering	295 064	84 008	26 221	22 221		132 450	598 158	465 709
Communication	2 460 537	408 255	713 772	557 843		1 679 870	1 784 926	105 056
Other Related Expenditure Items	2 178 864	291 525	373 243	379 008	-	1 043 776	1 276 941	233 164
TOTAL	27 229 248	3 754 616	7 598 154	3 692 240	-	15 045 011	16 843 043	1 798 032

**** Savings were calculated based upon a comparision between previous year and current year year-to-date expenditure items*



**Quarterly Budget Statement Report
{Section 52(d)} for the Period
1 April 2020 to 30 June 2020**

**Financial data is in respect of the period
1 July 2019 to 30 June 2020**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

- (a) must provide general political guidance over the fiscal and financial affairs of the municipality;
- (b) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;
- (c) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;
- (d) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**
- (e) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

"11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

- (a) to defray expenditure appropriated in terms of an approved budget;*
- (b) to defray expenditure authorised in terms of section 26(4);*
- (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);*
- (d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;*
- (e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—*
 - (i) money collected by the municipality on behalf of that person or organ of state by agreement; or*
 - (ii) any insurance or other payments received by the municipality for that person or organ of state;*
- (f) to refund money incorrectly paid into a bank account;*
- (g) to refund guarantees, sureties and security deposits;*
- (h) for cash management and investment purposes in accordance with section 13;*
- (i) to defray increased expenditure in terms of section 31; or*
- (j) for such other purposes as may be prescribed."*

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

- (a) salaries and wages;*
- (b) contributions for pensions and medical aid;*

- (c) travel, motor car, accommodation, subsistence and other allowances;*
- (d) housing benefits and allowances;*
- (e) overtime payments;*
- (f) loans and advances; and*
- (g) any other type of benefit or allowance related to staff."*

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-
- {a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and
 - (b) consistent with the monthly budget statements for September, December, March and June as applicable; and
 - (c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -
- (a) summaries of quarterly report in alternate languages predominant in the community; and
 - {b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

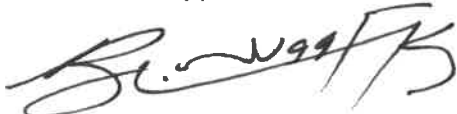
Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 April 2020 to 30 June 2020.

During the period it was very tough for stakeholders within the operational sphere of the municipality. We have during this period not apply any credit control measures to assist our communities and businesses. But we have to convey our thanks to all for their patriotism and resilience in still paying their accounts and enabling the municipality to still perform its functions. I also want to say thank you to all those employees whom against all odds still embraces the spirit of Ubuntu. I salute you all.

The year to date recovery rate for the year excluding traffic fines is 88%, against the annual target of 94%. Simultaneous we have to acknowledge that our expenditure is only 86% of budgeted expenditure excluding gains and losses, which brings relief as well. Government departments and commercial customers that are in arrears are receiving immediate attention in order to improve cash flow. National Treasury is currently assisting our municipality by issuing letters of demand to all national and provincial departments to pay their municipal accounts. Household debt remains a serious concern.

Capital expenditure is 45.83% of budgeted amount of R 76.5 million. We are hopeful that we shall be successful in our application for roll-over of conditional grant funding.



COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

Recommendation

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 April 2020 to 30 June 2020.

Municipal Manager's quality certification

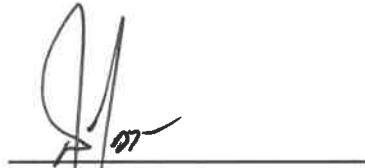
Quality Certificate

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.

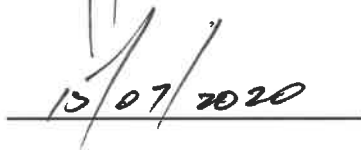
Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature:

A handwritten signature in black ink, appearing to be 'D NASSON', written over a horizontal line.

Date

A handwritten date '15/07/2020' written in black ink over a horizontal line.

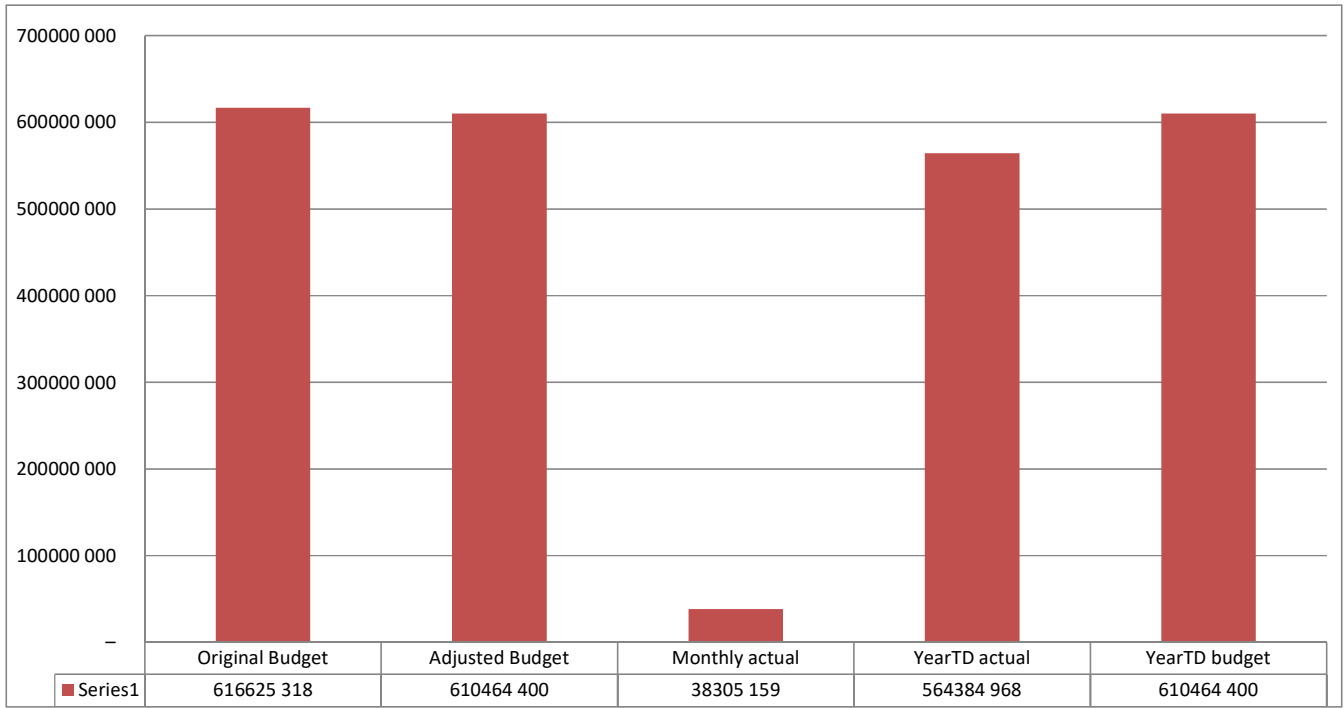
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE



For the period 1 July 2019 to 30 June 2020, 92.45% of the budgeted operational revenue was raised.

In terms of Billable Services 100.6% of the budgeted operational revenue was raised.

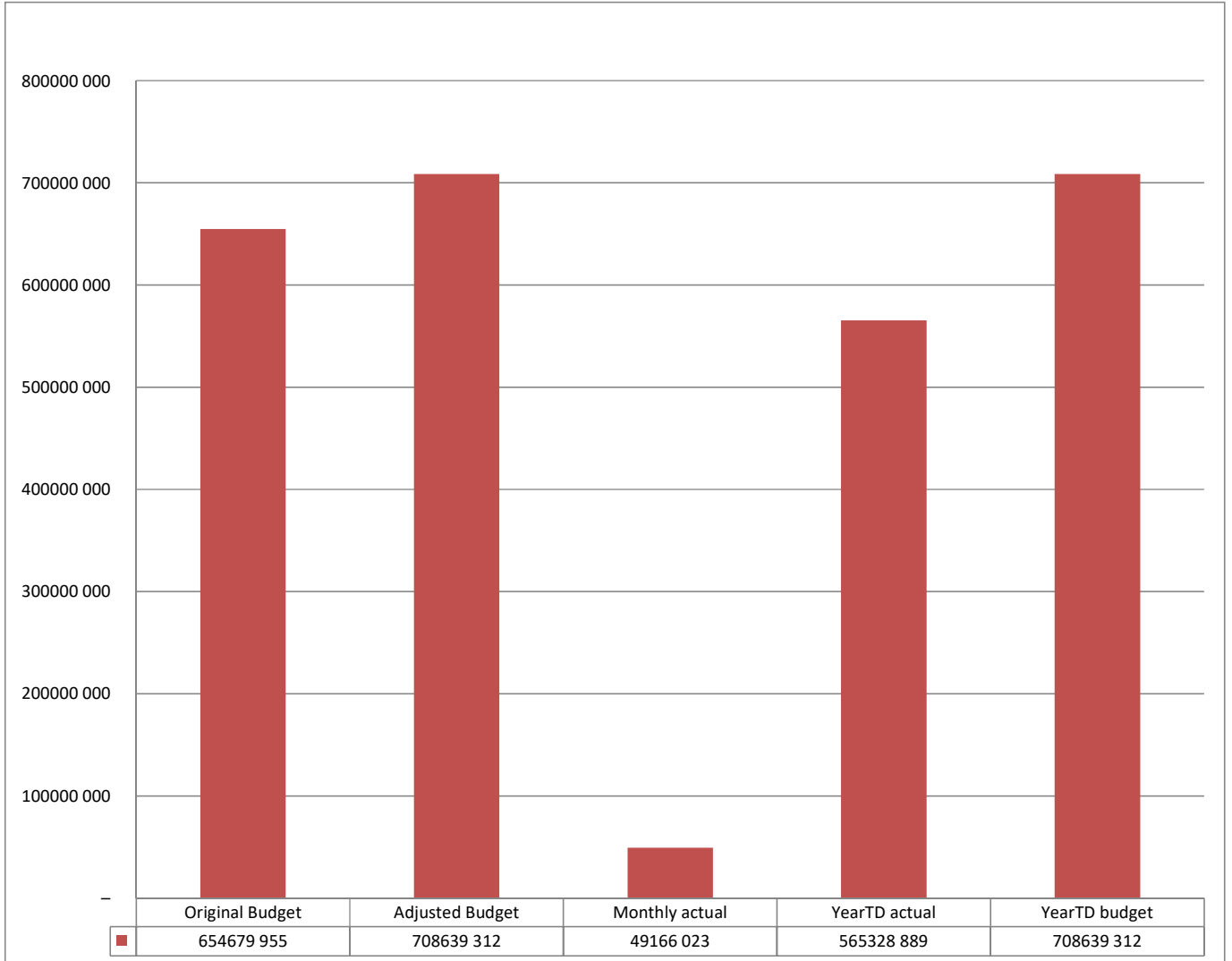
Assets must still be capitalized which will affect the transfers and subsidies on the revenue side. Fines will be recognised as part of the year-end procedures

Vir die periode 1 Julie 2019 to 30 Junie 2020, is 92.45% van die begrote operasionele inkomste gehêf.

In terme van gehefde dienste is 100.6% van die begrote operasionele inkomste gehêf.

Die kapitalisering van bates is steeds uitstaande wat 'n impak op die Oordragte en Subsidies aan die Inkomste kant sal hê. Inkomste vanaf Boetes word as deel van die jaareind prosedures erken.

TOTAL OPERATIONAL EXPENDITURE



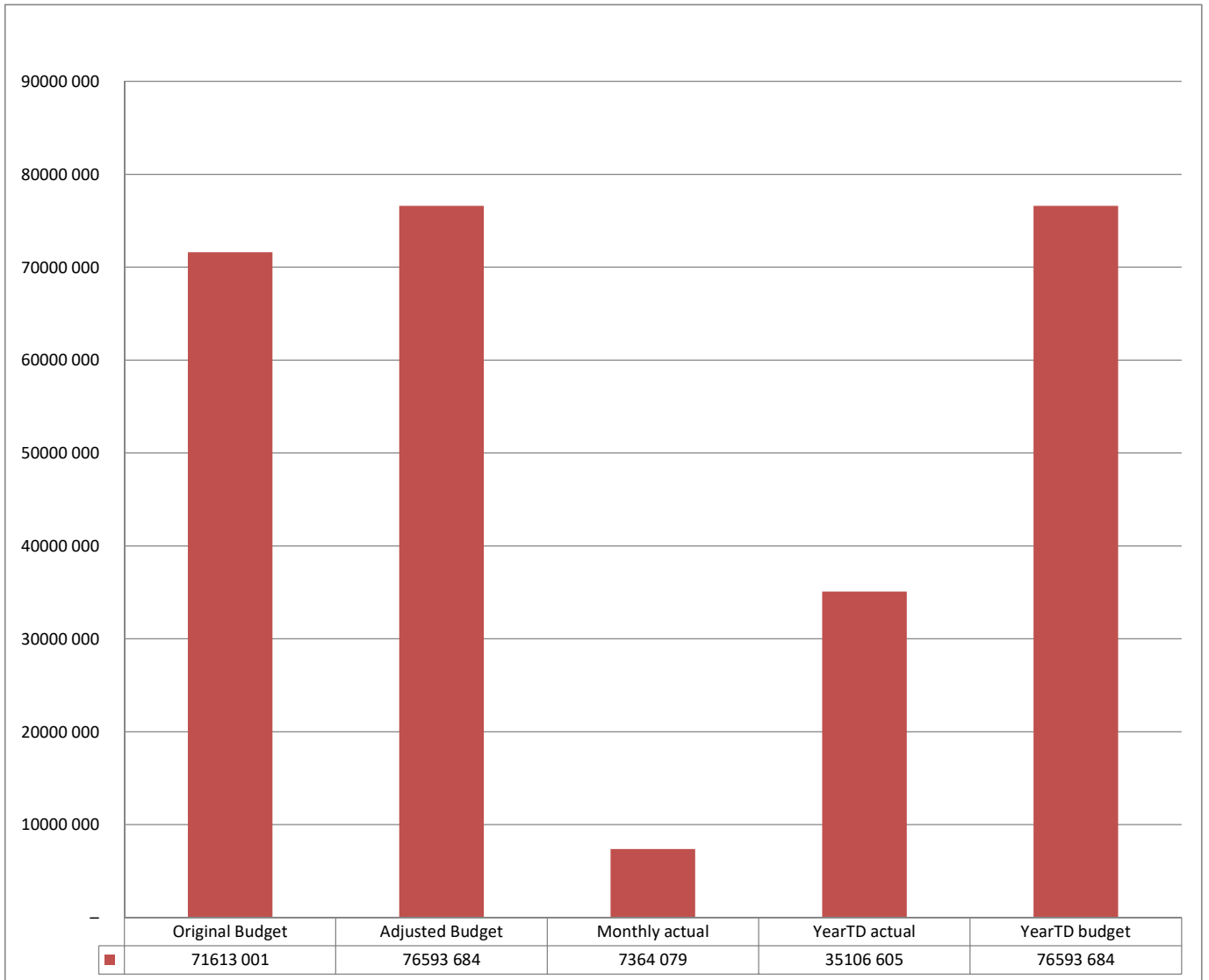
For the period 1 July 2019 to 30 June 2020, 79.78% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2019 to 30 Junie 2020, is 79.78% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

Expenditure excluding gains and losses amounts to 86%.

Besteding uitgesluit winste en verliese is 86%.

CAPITAL EXPENDITURE



For the period 1 July 2019 to 30 June 2020, 45.83% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2019 to 30 Junie 2020, is 45.83% van die begrote kapitale uitgawes aangegaan.

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 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	69 777	72 282	72 282	3 597	73 497	72 282	1 216	2%	72 282
Service charges	305 199	346 953	342 173	30 628	345 248	342 173	3 075	1%	340 789
Investment revenue	8 551	8 695	8 695	1 670	7 307	8 695	(1 388)	-16%	16 586
Transfers recognised - operational	87 675	138 467	139 123	561	109 641	139 123	(29 482)	-21%	139 123
Other own revenue	47 568	50 229	48 191	1 849	28 691	48 191	(19 500)	-40%	48 191
contributions	518 771	616 625	610 464	38 305	564 385	610 464	(46 079)	-8%	616 972
Employee costs	9 458	192 524	218 385	16 364	198 229	218 385	(20 156)	-9%	218 385
Remuneration of Councillors	9 458	11 459	11 459	1 168	9 902	11 459	(1 557)	-14%	11 459
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	45 590	(31 572)	-69%	45 590
Finance charges	8 409	8 840	8 724	39	448	8 724	(8 276)	-95%	8 724
Materials and bulk purchases	204 338	246 787	243 816	20 224	210 704	243 816	(33 112)	-14%	243 816
Transfers and grants	10 019	30 962	30 854	607	25 052	30 854	(5 803)	-19%	30 854
Other expenditure	260 583	118 518	149 811	10 764	106 976	149 811	(42 835)	-29%	101 228
Total Expenditure	532 678	654 680	708 639	49 166	565 329	708 639	(143 310)	-20%	660 057
Surplus/(Deficit)	(13 907)	(38 055)	(98 175)	(10 861)	(944)	(98 175)	97 231	-99%	(43 085)
Transfers recognised - capital	70 437	44 178	49 798	-	1	49 798	(49 797)	-100%	49 798
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
contributions	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-98%	6 713
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-98%	6 713
Capital expenditure & funds sources									
Capital expenditure	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594
Capital transfers recognised	54 177	45 678	46 657	4 115	13 494	46 657	(33 164)	-71%	46 657
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	3 043	-	-	3 043	(3 043)	-100%	3 043
Internally generated funds	32 479	25 935	26 893	3 249	21 613	26 893	(5 280)	-20%	26 893
Total sources of capital funds	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594
Financial position									
Total current assets	184 006	156 835	154 149	-	282 395	-	-	-	154 149
Total non current assets	965 651	978 519	1 000 758	-	986 742	-	-	-	1 000 758
Total current liabilities	91 237	115 487	118 841	-	203 940	-	-	-	118 841
Total non current liabilities	156 015	155 245	160 034	-	163 736	-	-	-	160 034
Community wealth/Equity	902 405	864 621	876 032	-	901 462	-	-	-	876 032
Cash flows									
Net cash from (used) operating	81 900	70 001	46 722	3 825	73 100	46 722	26 378	56%	46 722
Net cash from (used) investing	(83 389)	(71 613)	(76 434)	(5 906)	(36 418)	(76 434)	40 015	-52%	(76 434)
Net cash from (used) financing	(1 745)	(500)	-	(130)	(559)	-	(559)	-	(559)
Cash/cash equivalents at the month end	94 272	89 164	64 560	-	130 395	64 560	65 834	102%	64 560
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	40 829	7 173	5 727	4 289	3 906	3 437	21 764	145 092	232 217
Creditors Age Analysis									
Total Creditors	4 759	233	-	-	-	-	-	-	4 992

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	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Functional									
<i>Governance and administration</i>	88 978	95 002	101 280	6 437	90 624	101 280	(10 656)	-11%	101 303
Finance and administration	88 978	95 002	101 276	6 434	90 597	101 276	(10 679)	-11%	101 276
<i>Community and public safety</i>	112 056	156 525	166 475	444	115 759	166 475	(50 716)	-30%	166 475
Community and social services	96 371	105 912	115 187	243	93 173	115 187	(22 013)	-19%	115 187
Sport and recreation	6 826	20 394	21 064	200	6 777	21 064	(14 287)	-68%	21 064
Public safety	3	728	729	1	5	729	(723)	-99%	729
Housing	8 855	29 492	29 495	-	15 803	29 495	(13 692)	-46%	29 495
<i>Economic and environmental services</i>	40 066	34 264	37 210	858	5 708	37 210	(31 502)	-85%	37 210
Planning and development	1 791	3 669	5 167	190	1 222	5 167	(3 944)	-76%	5 167
Road transport	38 187	30 057	31 346	668	4 485	31 346	(26 861)	-86%	31 346
Environmental protection	88	538	698	-	1	698	(697)	-100%	698
<i>Trading services</i>	346 951	374 903	374 070	30 566	352 201	374 070	(21 869)	-6%	374 070
Energy sources	226 478	267 273	262 561	22 706	253 134	262 561	(9 427)	-4%	262 561
Water management	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Waste water management	45 431	26 404	29 297	1 912	27 134	29 297	(2 163)	-7%	29 297
Waste management	25 388	25 206	27 085	2 364	27 873	27 085	789	3%	27 085
Total Revenue - Functional	588 051	660 803	679 144	38 305	564 386	679 144	(114 759)	-17%	679 167
Expenditure - Functional									
<i>Governance and administration</i>	76 011	120 995	160 965	9 732	116 759	160 965	(44 205)	-27%	160 965
Executive and council	22 343	28 588	26 600	1 970	21 529	26 600	(5 071)	-19%	26 600
Finance and administration	51 368	90 177	132 163	7 583	92 790	132 163	(39 373)	-30%	132 163
Internal audit	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
<i>Community and public safety</i>	71 893	99 678	98 059	5 185	82 705	98 059	(15 354)	-16%	98 059
Community and social services	23 633	26 589	26 869	1 867	23 208	26 869	(3 661)	-14%	26 869
Sport and recreation	25 297	28 548	27 751	1 669	23 777	27 751	(3 973)	-14%	27 751
Public safety	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
Housing	12 954	35 126	34 015	989	28 214	34 015	(5 801)	-17%	34 015
<i>Economic and environmental services</i>	59 435	69 890	76 718	4 625	50 154	76 718	(26 564)	-35%	76 718
Planning and development	9 030	11 868	11 497	934	9 572	11 497	(1 925)	-17%	11 497
Road transport	49 753	55 632	62 682	3 656	39 607	62 682	(23 075)	-37%	62 682
Environmental protection	651	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
<i>Trading services</i>	323 358	363 203	390 866	29 598	314 828	390 866	(76 038)	-19%	390 866
Energy sources	208 229	260 127	264 546	20 746	220 276	264 546	(44 270)	-17%	264 546
Water management	37 704	28 971	39 163	3 062	31 952	39 163	(7 211)	-18%	39 163
Waste water management	33 065	31 759	37 887	2 815	29 295	37 887	(8 591)	-23%	37 887
Waste management	44 361	42 346	49 271	2 974	33 305	49 271	(15 966)	-32%	49 271
<i>Other</i>	824	914	914	26	882	914	(31)	-3%	914
Total Expenditure - Functional	531 521	654 680	727 521	49 166	565 329	727 521	(162 192)	-22%	727 521
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434		(48 354)

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	2019/20	Budget Year 2020/21							
	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 administr	88 978	95 002	101 280	6 437	90 624	101 280	(10 656)	-11%	101 303
Executive and council	-	-	4	3	27	3 996	23	578%	27
Mayor and Council	-	-	0	3	27	23	27	117726%	27
Finance and administration	88 978	95 002	101 276	6 434	90 597	101 276	(10 679)	-11%	101 276
Administrative and Corporate	1	9	3 152	-	-	3 152	(3 152)	-100%	3 152
Finance	88 406	94 446	97 471	6 350	90 227	97 471	(7 244)	-7%	97 471
Human Resources	499	526	526	78	313	526	(213)	-40%	526
Marketing, Customer Relations, Publicity and Media	20	4	104	-	-	104	(104)	-100%	104
Supply Chain Management	52	17	18	6	56	18	39	219%	18
Community and public safety	112 056	156 525	166 475	444	115 759	166 475	(50 716)	-30%	166 475
Community and social services	96 371	105 912	115 187	243	93 173	115 187	(22 013)	-19%	115 187
Aged Care	86 628	95 119	103 708	226	88 029	103 708	(15 679)	-15%	103 708
Cemeteries, Funeral Parlours	224	222	271	17	176	271	(95)	-35%	271
Community Halls and Facilities	495	863	839	1	357	839	(482)	-57%	839
Libraries and Archives	9 024	9 707	10 368	-	4 611	10 368	(5 757)	-56%	10 368
Sport and recreation	6 826	20 394	21 064	200	6 777	21 064	(14 287)	-68%	21 064
Recreational Facilities	6 456	7 299	7 601	200	6 730	7 601	(871)	-11%	7 601
Sports Grounds and Stadiums	371	13 095	12 839	-	47	12 839	(12 792)	-100%	12 839

Description	2019/20	Budget Year 2020/21						Full Year Forecast	
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		
R thousands									
Public safety	3	728	729	1	5	729	(723)	-99%	729
<i>Fire Fighting and Protection</i>	3	728	729	1	5	729	(723)	-99%	729
Housing	8 855	29 492	29 495	-	15 803	29 495	(13 692)	-46%	29 495
<i>Housing</i>	8 855	29 492	29 495	-	15 803	29 495	(13 692)	-46%	29 495
Economic and environmental services	40 066	34 264	37 210	858	5 708	37 210	(31 502)	-85%	37 210
Planning and development	1 791	3 669	5 167	190	1 222	5 167	(3 944)	-76%	5 167
<i>Economic</i>	388	250	1 715	-	-	1 715	(1 715)	-100%	1 715
<i>Town Planning, Building Regulations and Enforcement</i>	1 404	2 793	2 814	190	1 222	2 814	(1 592)	-57%	2 814
<i>Project Management Unit</i>	-	626	626	-	-	626	(626)	-100%	626
Road transport	38 187	30 057	31 346	668	4 485	31 346	(26 861)	-86%	31 346
<i>Police Forces, Traffic and Street Roads</i>	20 076	23 720	23 845	668	4 485	23 845	(19 360)	-81%	23 845
<i>Roads</i>	18 111	6 337	7 501	-	-	7 501	(7 501)	-100%	7 501
Environmental protection	88	538	698	-	1	698	(697)	-100%	698
<i>Biodiversity and Landscape</i>	88	538	698	-	1	698	(697)	-100%	698
Trading services	346 951	374 903	374 070	30 566	352 201	374 070	(21 869)	-6%	374 070
Energy sources	226 478	267 273	262 561	22 706	253 134	262 561	(9 427)	-4%	262 561
<i>Electricity</i>	225 770	266 452	261 739	22 706	253 134	261 739	(8 604)	-3%	261 739
<i>Street Lighting and Signal</i>	708	821	823	-	-	823	(823)	-100%	823
Water management	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
<i>Water Distribution</i>	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Waste water management	45 431	26 404	29 297	1 912	27 134	29 297	(2 163)	-7%	29 297
<i>Sewerage</i>	33 343	23 012	25 894	1 912	27 134	25 894	1 240	5%	25 894
<i>Storm Water Management</i>	12 088	3 391	3 402	-	-	3 402	(3 402)	-100%	3 402
Waste management	25 388	25 206	27 085	2 364	27 873	27 085	789	3%	27 085
<i>Solid Waste Removal</i>	25 388	25 206	27 045	2 364	27 873	27 045	829	3%	27 045
Other	-	109	109	-	93	109	(16)	-15%	109
Licensing and Regulation	-	109	109	-	93	109	(16)	-15%	109
Total Revenue - Functional	588 051	660 803	679 144	38 305	564 386	679 144	(114 759)	-17%	679 167

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
	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	76 011	120 995	160 965	9 732	116 759	160 965	(44 205)	-27%	160 965
Executive and council	22 343	28 588	26 600	1 970	21 529	26 600	(5 071)	-19%	26 600
<i>Mayor and Council</i>	14 838	18 767	16 733	1 429	13 549	16 733	(3 184)	-19%	16 733
<i>Municipal Manager, Town Secretary and Chief Execut</i>	7 505	9 822	9 866	541	7 980	9 866	(1 887)	-19%	9 866
Finance and administration	51 368	90 177	132 163	7 583	92 790	132 163	(39 373)	-30%	132 163
<i>Administrative and Corporate</i>	10 401	8 615	16 777	1 492	13 503	16 777	(3 274)	-20%	16 777
<i>Asset Management</i>	100	4 392	4 392	2	156	4 392	(4 237)	-96%	4 392
<i>Budget and Treasury Office</i>	5	-	-	-	-	-	-		-
<i>Finance</i>	26 304	33 713	42 883	2 334	32 947	42 883	(9 936)	-23%	42 883
<i>Fleet Management</i>	2 598	2 796	2 636	283	2 770	2 636	135	5%	2 636
<i>Human Resources</i>	(4 572)	19 972	43 189	2 128	25 403	43 189	(17 786)	-41%	43 189
<i>Information Technology</i>	2 974	3 719	3 719	222	3 602	3 719	(116)	-3%	3 719
<i>Legal Services</i>	2 188	1 780	3 287	148	3 092	3 287	(195)	-6%	3 287
<i>Marketing, Customer Relations, Publicity and Media</i>	3 064	3 630	3 681	307	3 729	3 681	48	1%	3 681
<i>Property Services</i>	1 813	3 489	3 489	48	578	3 489	(2 910)	-83%	3 489
<i>Risk Management</i>	16	421	421	-	-	421	(421)	-100%	421
<i>Supply Chain Management</i>	5 944	5 970	6 468	557	6 660	6 468	193	3%	6 468
<i>Valuation Service</i>	534	1 680	1 221	63	348	1 221	(873)	-72%	1 221
Internal audit	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
<i>Governance Function</i>	2 300	2 230	2 203	179	2 441	2 203	238	11%	2 203
Community and public safety	71 893	99 678	98 059	5 185	82 705	98 059	(15 354)	-16%	98 059
Community and social services	23 633	26 589	26 869	1 867	23 208	26 869	(3 661)	-14%	26 869
<i>Aged Care</i>	4 533	4 296	4 552	410	4 883	4 552	331	7%	4 552
<i>Cemeteries, Funeral Parlours</i>	2 903	3 317	3 293	270	2 889	3 293	(403)	-12%	3 293
<i>Child Care Facilities</i>	2	819	823	-	6	823	(817)	-99%	823
<i>Community Halls and Facilities</i>	5 568	6 080	6 087	420	5 010	6 087	(1 077)	-18%	6 087
<i>Disaster Management</i>	55	47	83	11	54	83	(29)	-35%	83
<i>Education</i>	4	705	705	-	2	705	(703)	-100%	705
<i>Libraries and Archives</i>	10 568	11 324	11 325	757	10 364	11 325	(961)	-8%	11 325
Sport and recreation	25 297	28 548	27 751	1 669	23 777	27 751	(3 973)	-14%	27 751
<i>Community Parks (including</i>	6 497	6 763	6 782	641	6 569	6 782	(213)	-3%	6 782
<i>Recreational Facilities</i>	14 318	16 797	15 964	580	12 873	15 964	(3 091)	-19%	15 964
<i>Sports Grounds and Stadiums</i>	4 482	4 988	5 005	448	4 336	5 005	(669)	-13%	5 005
Public safety	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
<i>Fire Fighting and Protection</i>	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
Housing	12 954	35 126	34 015	989	28 214	34 015	(5 801)	-17%	34 015
<i>Housing</i>	12 749	33 431	32 300	957	28 036	32 300	(4 264)	-13%	32 300
<i>Informal Settlements</i>	205	1 695	1 715	32	178	1 715	(1 536)	-90%	1 715

Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
R thousands									
Economic and environmental services	59 435	69 890	76 718	4 625	50 154	76 718	(26 564)	-35%	76 718
Planning and development	9 030	11 868	11 497	934	9 572	11 497	(1 925)	-17%	11 497
<i>Corporate Wide Strategic</i>	1 825	2 182	2 097	119	1 508	2 097	(589)	-28%	2 097
<i>Economic</i>	1 570	2 227	2 172	126	1 604	2 172	(568)	-26%	2 172
<i>Town Planning, Building Regulations and Enforcement</i>	4 077	4 920	4 920	525	4 743	4 920	(178)	-4%	4 920
<i>Project Management Unit</i>	1 559	2 538	2 307	164	1 718	2 307	(590)	-26%	2 307
Road transport	49 753	55 632	62 682	3 656	39 607	62 682	(23 075)	-37%	62 682
<i>Police Forces, Traffic and Street Roads</i>	25 573	31 101	36 993	1 798	19 871	36 993	(17 122)	-46%	36 993
<i>Roads</i>	24 181	24 531	25 689	1 858	19 736	25 689	(5 953)	-23%	25 689
Environmental protection	651	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
<i>Biodiversity and Landscape</i>	(24)	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
<i>Pollution Control</i>	675	-	-	-	-	-	-		-
Trading services	323 358	363 203	390 866	29 598	314 828	390 866	(76 038)	-19%	390 866
Energy sources	208 229	260 127	264 546	20 746	220 276	264 546	(44 270)	-17%	264 546
<i>Electricity</i>	205 241	257 067	261 721	20 399	217 648	261 721	(44 073)	-17%	261 721
<i>Street Lighting and Signal</i>	2 988	3 060	2 825	347	2 628	2 825	(197)	-7%	2 825
Water management	37 704	28 971	39 163	3 062	31 952	39 163	(7 211)	-18%	39 163
<i>Water Treatment</i>	21	1 557	1 557	2	25	1 557	(1 532)	-98%	1 557
<i>Water Distribution</i>	35 159	24 063	33 955	3 035	29 746	33 955	(4 208)	-12%	33 955
<i>Water Storage</i>	2 524	3 351	3 651	25	2 181	3 651	(1 470)	-40%	3 651
Waste water management	33 065	31 759	37 887	2 815	29 295	37 887	(8 591)	-23%	37 887
<i>Public Toilets</i>	1 432	1 710	1 710	119	1 490	1 710	(219)	-13%	1 710
<i>Sewerage</i>	25 120	21 855	27 974	2 068	20 739	27 974	(7 235)	-26%	27 974
<i>Storm Water Management</i>	6 508	5 720	5 720	629	7 063	5 720	1 343	23%	5 720
<i>Waste Water Treatment</i>	5	2 475	2 483	-	2	2 483	(2 481)	-100%	2 483
Waste management	44 361	42 346	49 271	2 974	33 305	49 271	(15 966)	-32%	49 271
<i>Solid Waste Disposal (Landfill)</i>	13 624	16 543	16 407	390	3 599	16 407	(12 808)	-78%	16 407
<i>Solid Waste Removal</i>	28 966	24 478	31 539	2 375	27 791	31 539	(3 748)	-12%	31 539
<i>Street Cleaning</i>	1 771	1 325	1 325	210	1 915	1 325	590	45%	1 325
Other	824	914	914	26	882	914	(31)	-3%	914
Licensing and Regulation	18	60	60	26	28	60	(31)	-52%	60
Tourism	806	854	854	-	854	854	(0)	0%	854
Total Expenditure - Functional	531 521	654 680	727 521	49 166	565 329	727 521	(162 192)	-22%	727 521
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-98%	(48 354)

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	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Financial Services	86 082	91 210	94 643	6 241	88 159	94 643	(6 484)	-6,9%	94 643
Vote 2 - Community Services	132 923	181 732	193 154	1 129	120 551	193 154	(72 603)	-37,6%	193 154
Vote 3 - Corporate Services	520	539	3 888	81	340	3 888	(3 548)	-91,3%	3 888
Vote 4 - Technical Services	367 989	385 828	386 181	30 814	354 779	386 181	(31 402)	-8,1%	386 181
Vote 5 - Municipal Manager	537	1 495	1 278	40	556	1 278	(722)	-56,5%	1 278
Total Revenue by Vote	588 051	660 803	679 144	38 305	564 386	679 144	(114 759)	-16,9%	679 144
Expenditure by Vote									
Vote 1 - Financial Services	34 049	47 139	56 344	2 988	40 498	56 344	(15 846)	-28,1%	56 344
Vote 2 - Community Services	99 562	136 762	141 126	7 157	105 204	141 126	(35 922)	-25,5%	141 126
Vote 3 - Corporate Services	31 442	61 026	90 448	5 796	63 605	90 448	(26 844)	-29,7%	90 448
Vote 4 - Technical Services	355 880	397 201	425 894	32 397	344 005	425 894	(81 889)	-19,2%	425 894
Vote 5 - Municipal Manager	10 589	12 551	13 710	828	12 017	13 710	(1 692)	-12,3%	13 710
Total Expenditure by Vote	531 521	654 680	727 521	49 166	565 329	727 521	(162 192)	-22,3%	727 521
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-98,1%	(48 377)

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21							
	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	86 082	91 210	94 643	6 241	88 159	94 643	(6 484)	-7%	94 643
1.1 - Assessment Rates	64 749	76 963	76 963	3 569	68 153	76 963	(8 810)	-11%	76 963
1.2 - Treasury: Administration	22 140	18 500	21 933	2 695	20 723	21 933	(1 210)	-6%	21 933
1.3 - Treasury: Debtors	(910)	(4 493)	(4 493)	(28)	(773)	(4 493)	3 720	-83%	(4 493)
1.4 - Treasury: Credit controle	51	223	223	-	(0)	223	(223)	-100%	223
1.5 - Supply Chain Management	52	17	18	6	56	18	39	219%	18
Vote 2 - Community Services	132 923	181 732	193 154	1 129	120 551	193 154	(72 603)	-38%	193 154
2.1 - Cemeteries	224	222	271	17	176	271	(95)	-35%	271
2.2 - Housing: Administration	9 049	30 043	29 868	16	15 997	29 868	(13 871)	-46%	29 868
2.3 - Library Services	9 024	9 707	10 368	-	4 611	10 368	(5 757)	-56%	10 368
2.4 - Fire Protection Services	3	728	729	1	5	729	(723)	-99%	729
2.5 - Pine Forest : Administration	6 456	7 298	6 916	200	6 730	6 916	(186)	-3%	6 916
2.7-Community Halls And Facilities	382	605	482	-	222	482	(260)	-54%	482
2.8-Licensing & Regulation	100	109	109	-	93	109	(16)	-15%	109
2.9-Enviromental Protection	88	538	698	-	1	698	(697)	-100%	698
2.10-Parks	41	113	737	-	19	737	(718)	-97%	737
2.11-Traffic	18 235	20 050	20 175	668	4 485	20 175	(15 690)	-78%	20 175
2.13-Social & Welfare Services	86 628	95 119	103 708	226	88 029	103 708	(15 679)	-15%	103 708
2.15-Recreational Land	371	13 095	12 839	-	47	12 839	(12 792)	-100%	12 839
2.16-Swimming Pools	95	186	740	1	135	740	(605)	-82%	740
2.17-Vehicle Licensing & Testing	1 842	3 670	3 670	-	-	3 670	(3 670)	-100%	3 670
2.18-L E D	388	250	1 715	-	-	1 715	(1 715)	-100%	1 715
Vote 3 - Corporate Services	520	539	3 888	81	340	3 888	(3 548)	-91%	3 888
3.3-Human Resources	499	526	526	78	313	526	(213)	-40%	526
3.5-Council Cost	-	-	0	3	27	0	27	117726%	0
3.7-Marketing & Communications	20	4	104	-	-	104	(104)	-100%	104
3.9-Administration	1	9	3 152	-	-	3 152	(3 152)	-100%	3 152
Vote 4 - Technical Services	367 989	385 828	386 181	30 814	354 779	386 181	(31 402)	-8%	386 181
4.1-Building Regulations & Enforce	979	899	899	165	768	899	(130)	-15%	899
4.2-Electricity: Administration	226 811	268 154	263 442	22 713	253 951	263 442	(9 492)	-4%	263 442
4.3-Electricity: Street Lights	708	821	821	-	-	821	(821)	-100%	821
4.5-Sewerage	34 078	23 304	26 186	1 976	27 898	26 186	1 712	7%	26 186
4.7-Town Planning	213	1 756	1 777	12	249	1 777	(1 529)	-86%	1 777
4.8-Stormwater Management	12 088	3 391	3 402	-	-	3 402	(3 402)	-100%	3 402
4.9-Roads	18 111	6 337	7 501	-	-	7 501	(7 501)	-100%	7 501
4.10-Solid Waste (Dumping Site)	769	630	1 540	252	803	1 540	(736)	-48%	1 540
4.11-Solid Waste (Garden)	-	4	20	-	-	20	(20)	-100%	20
4.12-Solid Waste (Removal)	24 578	24 510	25 465	2 112	27 051	25 465	1 586	6%	25 465
4.14-Water Distribution	49 654	56 021	55 127	3 584	44 059	55 127	(11 068)	-20%	55 127
Vote 5 - Muncipal Manager	537	1 495	1 278	40	556	1 278	(722)	-56%	1 278
5.1-Property & Legal Services	537	868	640	40	556	640	(84)	-13%	640
5.3-Project Management	-	626	626	-	-	626	(626)	-100%	626

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Total Revenue by Vote	588 051	660 803	679 144	38 305	564 386	679 144	(114 759)	-17%	679 144
Vote 1 - Financial Services	34 049	47 139	56 344	2 988	40 498	56 344	(15 846)	-28%	56 344
1.1 - Assessment Rates	1 748	3 174	8 278	406	5 286	8 278	(2 992)	-36%	8 278
1.2 - Treasury: Administration	11 488	21 185	26 054	845	15 676	26 054	(10 378)	-40%	26 054
1.3 - Treasury: Debtors	5 069	6 400	5 825	478	4 661	5 825	(1 164)	-20%	5 825
1.4 - Treasury: Credit controle	8 588	8 651	7 965	667	7 792	7 965	(173)	-2%	7 965
1.5 - Supply Chain Management	5 949	5 970	6 468	558	6 670	6 468	203	3%	6 468
1.6 - Director: Finance	1 206	1 759	1 755	35	412	1 755	(1 343)	-77%	1 755
Vote 2 - Community Services	99 562	136 762	141 126	7 157	105 204	141 126	(35 922)	-25%	141 126
2.1 - Cemeteries	2 903	3 317	3 293	270	2 889	3 293	(403)	-12%	3 293
2.2 - Housing: Administration	12 954	35 126	34 015	989	28 214	34 015	(5 801)	-17%	34 015
2.3 - Library Services	10 568	11 066	11 067	757	10 364	11 067	(703)	-6%	11 067
2.4 - Fire Protection Services	10 010	9 416	9 425	660	7 505	9 425	(1 919)	-20%	9 425
2.5 - Pine Forest: Administration	10 234	10 758	10 729	421	8 590	10 729	(2 139)	-20%	10 729
2.6-Klipriver Park: Administration	896	1 343	1 343	77	923	1 343	(420)	-31%	1 343
2.7-Community Halls And Facilities	5 176	5 787	5 794	384	4 583	5 794	(1 212)	-21%	5 794
2.8-Licensing & Regulation	18	60	60	26	28	60	(31)	-52%	60
2.9-Environmental Protection	651	2 390	2 539	34	975	2 539	(1 564)	-62%	2 539
2.10-Parks	6 489	7 007	7 027	641	6 569	7 027	(458)	-7%	7 027
2.11-Traffic	21 798	27 127	32 739	1 398	15 243	32 739	(17 496)	-53%	32 739
2.12-Disaster Management	55	47	83	11	54	83	(29)	-35%	83
2.13-Social & Welfare Services	4 539	5 820	6 080	410	4 890	6 080	(1 190)	-20%	6 080
2.15-Recreational Land	4 482	4 988	5 005	448	4 336	5 005	(669)	-13%	5 005
2.16-Swimming Pools	3 188	4 696	3 892	82	3 360	3 892	(532)	-14%	3 892
2.17-Vehicle Licensing & Testing	3 774	3 974	4 254	400	4 628	4 254	374	9%	4 254
2.18-L E D	1 570	2 227	2 172	126	1 604	2 172	(568)	-26%	2 172
2.19-Director: Community Services	256	1 611	1 610	23	448	1 610	(1 161)	-72%	1 610
Vote 3 - Corporate Services	31 442	61 026	90 448	5 796	63 605	90 448	(26 844)	-30%	90 448
3.1-Property Administration	1 530	418	418	48	574	418	156	37%	418
3.2-Information Technology	2 928	3 658	3 718	222	3 601	3 718	(116)	-3%	3 718
3.3-Human Resources	(4 572)	19 972	43 189	2 128	25 403	43 189	(17 786)	-41%	43 189
3.5-Council Cost	14 838	18 767	16 733	1 429	13 549	16 733	(3 184)	-19%	16 733
3.5-Town Secretary	1 320	1 385	1 385	121	1 445	1 385	59	4%	1 385
3.6-Tourism	806	854	854	-	854	854	(0)	0%	854
3.7-Marketing & Communications	3 110	3 691	3 682	307	3 730	3 682	48	1%	3 682
3.8-Thusong Centre	407	312	312	35	432	312	120	38%	312
3.9-Administration	9 364	10 124	18 286	1 371	12 059	18 286	(6 227)	-34%	18 286
3.10-Director Corporate Services	1 711	1 846	1 871	136	1 957	1 871	87	5%	1 871
Vote 4 - Technical Services	355 880	397 201	425 894	32 397	344 005	425 894	(81 889)	-19%	425 894
4.1-Building Regulations & Enforce	2 583	2 669	2 660	224	2 784	2 660	124	5%	2 660
4.2-Electricity: Administration	205 289	257 174	261 593	20 618	217 661	261 593	(43 932)	-17%	261 593
4.3-Electricity: Street Lights	175	-	-	-	-	-	-	-	-
4.4-Mechanical Workshop	2 598	2 796	2 636	283	2 770	2 636	135	5%	2 636
4.4-Public Toilets	1 432	1 710	1 710	119	1 490	1 710	(219)	-13%	1 710
4.5-Sewerage	27 884	26 977	33 105	2 196	23 352	33 105	(9 753)	-29%	33 105
4.7-Town Planning	1 494	2 251	2 260	301	1 958	2 260	(302)	-13%	2 260
4.8-Stormwater Management	6 508	5 720	5 720	629	7 063	5 720	1 343	23%	5 720
4.9-Roads	24 181	24 531	25 689	1 858	19 736	25 689	(5 953)	-23%	25 689
4.10-Solid Waste (Dumping Site)	13 624	16 543	16 407	390	3 599	16 407	(12 808)	-78%	16 407
4.11-Solid Waste (Garden)	16 360	13 006	13 107	969	11 060	13 107	(2 047)	-16%	13 107
4.12-Solid Waste (Removal)	14 377	12 798	19 757	1 616	18 647	19 757	(1 110)	-6%	19 757
4.13-Water Storage	2 524	3 366	3 666	25	2 181	3 666	(1 485)	-41%	3 666
4.14-Water Distribution	35 180	25 875	35 766	3 037	29 771	35 766	(5 995)	-17%	35 766
4.15-Director: Technical Services	1 672	1 786	1 818	133	1 933	1 818	115	6%	1 818
Vote 5 - Municipal Manager	10 589	12 551	13 710	828	12 017	13 710	(1 692)	-12%	13 710
5.1-Property & Legal Services	2 188	1 980	3 487	148	3 097	3 487	(391)	-11%	3 487
5.2-IDP	1 825	2 182	2 097	119	1 508	2 097	(589)	-28%	2 097
5.3-Project Management	537	1 208	1 207	73	632	1 207	(575)	-48%	1 207
5.4-Performance Management	1 022	1 331	1 100	90	1 086	1 100	(14)	-1%	1 100
5.5-Internal Audit	2 316	2 650	2 623	179	2 441	2 623	(183)	-7%	2 623
5.6-Municipal Manager	2 702	3 201	3 194	218	3 254	3 194	60	2%	3 194
Total Expenditure by Vote	531 521	654 680	727 521	49 166	565 329	727 521	(162 192)	(0)	727 521
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	(0)	(48 377)

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	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	69 777	72 282	72 282	3 597	73 497	72 282	1 216	2%	72 282
Service charges - electricity revenue	221 840	265 119	260 339	22 706	253 275	260 339	(7 064)	-3%	246 166
Service charges - water revenue	35 547	35 901	35 901	3 584	40 311	35 901	4 410	12%	40 405
Service charges - sanitation revenue	24 904	22 085	22 085	1 976	25 949	22 085	3 864	17%	29 092
Service charges - refuse revenue	22 909	23 849	23 849	2 362	25 713	23 849	1 864	8%	25 127
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	5 441	7 567	5 567	129	4 336	5 567	(1 231)	-22%	5 567
Interest earned - external investments	8 551	8 695	8 695	1 670	7 307	8 695	(1 388)	-16%	8 695
Interest earned - outstanding debtors	10 545	7 891	7 891	(2)	10 515	7 891	2 624	33%	7 891
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	13 452	19 482	19 482	2	49	19 482	(19 433)	-100%	19 482
Licences and permits	1 125	165	165	58	896	165	731	444%	165
Agency services	5 630	5 420	5 420	602	3 624	5 420	(1 797)	-33%	5 420
Transfers recognised - operational	87 675	138 467	139 123	561	109 641	139 123	(29 482)	-21%	139 123
Other revenue	10 219	9 704	9 666	1 060	9 271	9 666	(394)	-4%	9 666
Gains on disposal of PPE	1 157	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	518 771	616 625	610 464	38 305	564 385	610 464	(46 079)	-8%	609 080
Expenditure By Type									
Employee related costs	149 718	192 524	218 385	16 364	198 229	218 385	(20 156)	-9%	218 385
Remuneration of councillors	9 458	11 459	11 459	1 168	9 902	11 459	(1 557)	-14%	11 459
Debt impairment	40 803	33 613	53 513	2 655	34 587	53 513	(18 926)	-35%	(0)
Depreciation & asset impairment	30 415	45 590	45 590	-	14 018	45 590	(31 572)	-69%	45 590
Finance charges	8 409	8 840	8 724	39	448	8 724	(8 276)	-95%	8 724
Bulk purchases	188 783	229 196	225 396	18 203	196 438	225 396	(28 958)	-13%	225 396
Other materials	15 554	17 590	18 420	2 022	14 266	18 420	(4 154)	-23%	18 420
Contracted services	41 971	43 731	54 085	5 865	39 389	54 085	(14 696)	-27%	54 085
Transfers and grants	10 019	30 962	30 854	607	25 052	30 854	(5 803)	-19%	30 854
Other expenditure	37 548	41 174	42 214	2 243	33 000	42 214	(9 214)	-22%	47 144
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-
Total Expenditure	532 678	654 680	708 639	49 166	565 329	708 639	(143 310)	-20%	660 057
Surplus/(Deficit)									
Transfers recognised - capital	70 437	44 178	49 798	-	1	49 798	(49 797)	-100%	49 798
Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)	47 434	-	(1 178)
Surplus/(Deficit) attributable to									
Share of surplus/ (deficit) of associate	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)			(1 178)
Surplus/ (Deficit) for the year	56 530	6 123	(48 377)	(10 861)	(943)	(48 377)			(1 178)

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	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Multi-Year expenditure appropriation</u>									
Vote 2 - Community Services	637	3 106	-	-	-	-	-	-	-
Vote 4 - Technical Services	47 388	33 049	35 467	2 959	14 498	35 467	(20 968)	-59%	35 467
Total Capital Multi-year expenditure	48 025	36 155	35 467	2 959	14 498	35 467	(20 968)	-59%	35 467
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	675	80	365	172	208	365	(158)	-43%	365
Vote 2 - Community Services	3 394	15 992	17 906	1 244	5 539	17 906	(12 368)	-69%	17 906
Vote 3 - Corporate Services	1 021	3 380	4 013	282	1 850	4 013	(2 162)	-54%	4 013
Vote 4 - Technical Services	33 524	15 950	18 802	2 689	12 978	18 802	(5 824)	-31%	18 802
Vote 5 - Municipal Manager	18	56	40	19	33	40	(7)	-18%	40
Total Capital single-year expenditure	38 631	35 458	41 127	4 405	20 608	41 127	(20 519)	-50%	41 127
Total Capital Expenditure	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q4 Fourth Quarter									
Vote Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
Governance and administration	1 782	2 700	6 136	214	2 645	6 136	(3 491)	-57%	6 136
Executive and council	388	150	1 889	21	151	1 889	(1 739)	-92%	1 889
Finance and administration	1 394	2 550	4 247	193	2 494	4 247	(1 752)	-41%	4 247
Community and public safety	3 513	18 572	17 664	1 202	5 337	17 664	(12 327)	-70%	17 664
Community and social services	187	4 190	4 119	1	368	4 119	(3 751)	-91%	4 119
Sport and recreation	3 326	13 461	12 669	1 173	4 823	12 669	(7 846)	-62%	12 669
Public safety	-	922	876	28	146	876	(731)	-83%	876
Economic and environmental services	33 399	13 808	13 341	209	7 521	13 341	(5 820)	-44%	13 341
Planning and development	491	26	115	61	70	115	(45)	-39%	115
Road transport	32 908	13 782	13 226	148	7 451	13 226	(5 775)	-44%	13 226
Trading services	47 963	36 533	39 453	5 739	19 604	39 453	(19 849)	-50%	39 453
Energy sources	11 378	8 700	9 013	2 567	7 918	9 013	(1 095)	-12%	9 013
Water management	12 522	19 581	16 884	757	2 873	16 884	(14 011)	-83%	16 884
Waste water management	22 950	7 241	7 549	1 955	7 096	7 549	(453)	-6%	7 549
Waste management	1 112	1 010	6 006	461	1 716	6 006	(4 290)	-71%	6 006
Total Capital Expenditure - Standard Classification	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594
Funded by:									
National Government	25 874	38 506	36 789	3 941	13 045	36 789	(23 743)	-65%	36 789
Provincial Government	27 586	6 672	8 867	174	448	8 867	(8 419)	-95%	8 867
District Municipality	717	500	500	-	-	500	(500)	-100%	500
Other transfers and grants	-	-	501	-	-	501	(501)	-100%	501
Transfers recognised - capital	54 177	45 678	46 657	4 115	13 494	46 657	(33 164)	-71%	46 657
Borrowing	-	-	3 043	-	-	3 043	(3 043)	-100%	3 043
Internally generated funds	32 479	25 935	26 893	3 249	21 613	26 893	(5 280)	-20%	26 893
Total Capital Funding	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	-54%	76 594

WC022 Witzberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q4 Fourth Quarter

Vote Description	2019/20	Budget Year 2020/21								
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousand										
Capital expenditure - Municipal Vote										
Expenditure of multi-year capital appropriation										
Vote 2 - Community Services	637	600	-	-	-	-	-	-	-	-
2.7-Community Halls And Facilities	-	600	-	-	-	-	-	-	-	-
2.10-Parks	637	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services	-	2 506	-	-	-	-	-	-	-	-
3.5-Council Cost	-	2 506	-	-	-	-	-	-	-	-
Vote 4 - Technical Services	47 388	33 049	35 467	2 959	14 498	35 467	(2 915)	-8%	35 467	
4.2-Electricity: Administration	9 226	7 369	7 292	2 277	6 546	7 292	(746)	-10%	7 292	
4.3-Electricity: Street Lights	1 198	1 171	1 614	221	1 266	1 614	(348)	-22%	1 614	
4.5-Sewerage	7 000	-	-	-	-	-	-	-	-	
4.8-Stormwater Management	12 088	3 391	3 263	-	3 263	3 263	(0)	0%	3 263	
4.9-Roads	7 744	3 186	3 099	-	2 023	3 099	(1 076)	-35%	3 099	
4.10-Solid Waste (Dumping Site)	603	1 000	1 941	461	1 196	1 941	(745)	-38%	1 941	
4.11-Solid Waste (Garden)	-	-	3 043	-	-	3 043	-	-	3 043	
4.14-Water Distribution	9 529	16 931	15 214	-	204	15 214	-	-	15 214	
Total multi-year capital expenditure	48 025	36 155	35 467	2 959	14 498	35 467	(20 968)	-59%	35 467	
Capital expenditure - Municipal Vote										
Expenditure of single-year capital appropriation										
Vote 1 - Financial Services	675	80	365	172	208	365	(158)	-43%	365	
1.2 - Treasury: Administration	591	50	346	172	188	346	(158)	-46%	346	
1.6 - Director: Finance	85	30	19	-	19	19	(0)	0%	19	
Vote 2 - Community Services	3 394	15 992	17 906	1 244	5 539	17 906	(12 368)	-69%	17 906	
2.1 - Cemeteries	-	200	-	-	-	-	-	-	-	
2.3 - Library Services	-	1 500	1 900	-	-	1 900	(1 900)	-100%	1 900	
2.4 - Fire Protection Services	-	922	876	28	146	876	(731)	-83%	876	
2.5 - Pine Forest : Administration	292	-	-	-	-	-	-	-	-	
2.7-Community Halls And Facilities	129	1 850	728	-	318	728	(410)	-56%	728	
2.10-Parks	1 963	560	623	-	623	623	(0)	0%	623	
2.11-Traffic	-	495	120	-	120	120	-	-	120	
2.15-Recreational Land	346	10 435	12 071	1 173	4 225	12 071	(7 846)	-65%	12 071	
2.16-Swimming Pools	88	-	-	-	-	-	-	-	-	
2.18-L E D	549	-	1 554	43	76	1 554	(1 478)	-95%	1 554	
2.19-Director: Community Services	27	30	34	-	31	34	(3)	-9%	34	
Vote 3 - Corporate Services	1 021	3 380	4 013	282	1 850	4 013	(2 162)	-54%	4 013	
3.2-Information Tecnology	634	550	666	21	666	666	(0)	0%	666	
3.5-Council Cost	-	1 000	1 748	253	1 017	1 748	(731)	-42%	1 748	
3.7-Marketing & Communications	148	300	47	-	47	47	-	-	47	
3.9-Administration	21	1 500	1 500	-	70	1 500	(1 430)	-95%	1 500	
3.10-Director Corporate Services	217	30	52	8	50	52	(2)	-3%	52	
Vote 4 - Technical Services	33 524	15 950	18 802	2 689	12 978	18 802	(5 824)	-31%	18 802	
4.2-Electricity: Administration	102	160	107	69	106	107	(1)	-1%	107	
4.3-Electricity: Street Lights	852	-	-	-	-	-	-	-	-	
4.4-Mechanical Workshop	-	150	1 687	-	1 522	1 687	(165)	-10%	1 687	
4.4-Public Toilets	-	700	1 300	405	884	1 300	(416)	-32%	1 300	
4.5-Sewerage	3 562	2 700	2 986	1 549	2 949	2 986	(38)	-1%	2 986	
4.8-Stormwater Management	300	450	-	-	-	-	-	-	-	
4.9-Roads	25 164	10 100	10 007	148	5 308	10 007	(4 699)	-47%	10 007	
4.11-Solid Waste (Garden)	509	10	520	-	520	520	(0)	0%	520	
4.12-Solid Waste (Removal)	-	-	501	-	-	501	(501)	-100%	501	
4.14-Water Distribution	2 993	1 650	1 670	517	1 665	1 670	(5)	0%	1 670	
4.15-Director: Technical Services	41	30	23	-	23	23	(0)	0%	23	
Vote 5 - Muncipal Manager	18	56	40	19	33	40	(7)	-18%	40	
5.3-Project Management	-	26	26	19	19	26	(7)	-27%	26	
5.6-Municipal Manager	18	30	14	-	14	14	(0)	0%	14	
Total single-year capital expenditure	38 631	35 458	41 127	4 405	20 608	41 127	(20 519)	(0)	41 127	
Total Capital Expenditure	86 657	71 613	76 594	7 364	35 107	76 594	(41 487)	(0)	76 594	

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	2019/20	Budget Year 2020/21			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash	94 272	89 164	73 319	130 394	73 319
Call investment deposits	(0)	–	–	(0)	–
Consumer debtors	58 357	29 579	58 062	75 420	58 062
Other debtors	19 685	26 690	11 076	65 188	11 076
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 693	11 402	11 693	11 393	11 693
Total current assets	184 006	156 835	154 149	282 395	154 149
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 492	45 660	44 492	44 350	44 492
Investments in Associate	–	–	–	–	–
Property, plant and equipment	918 179	929 659	953 687	938 910	953 687
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 429	2 650	2 029	2 932	2 029
Other non-current assets	550	550	550	550	550
Total non current assets	965 651	978 519	1 000 758	986 742	1 000 758
TOTAL ASSETS	1 149 656	1 135 353	1 154 908	1 269 138	1 154 908
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	7 150	6 418	7 150	7 407	7 150
Trade and other payables	62 785	69 191	63 479	169 052	63 479
Provisions	21 302	39 877	48 213	27 482	48 213
Total current liabilities	91 237	115 487	118 841	203 940	118 841
Non current liabilities					
Borrowing	4 704	675	9 222	4 704	9 222
Provisions	151 311	154 570	150 812	159 032	150 812
Total non current liabilities	156 015	155 245	160 034	163 736	160 034
TOTAL LIABILITIES	247 252	270 732	278 875	367 676	278 875
NET ASSETS	902 405	864 621	876 032	901 462	876 032
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	892 050	854 266	865 677	891 107	865 677
Reserves	10 355	10 355	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	902 405	864 621	876 032	901 462	876 032

The cash flows for the year to date are indicated in the following table:

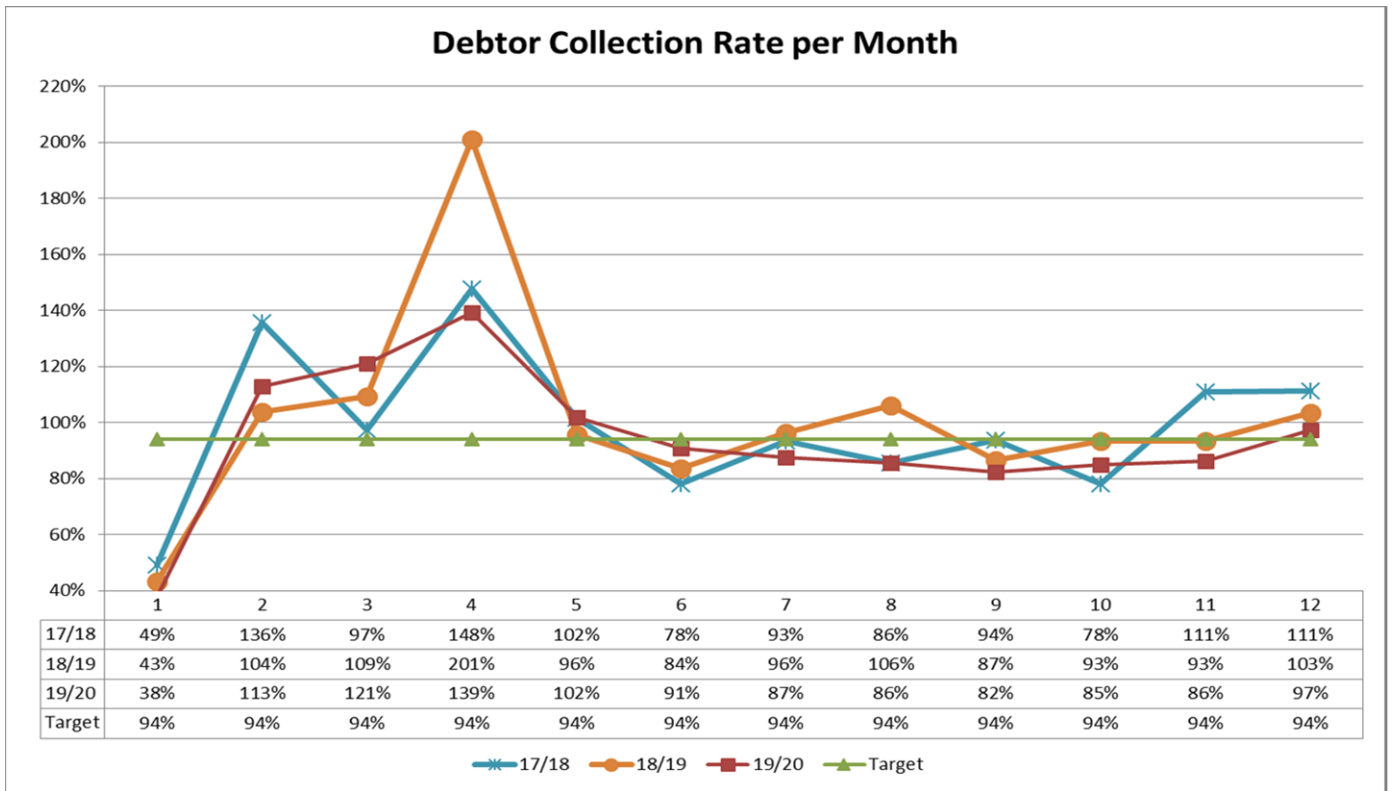
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q4 Fourth Quarter

Description	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	71 498	71 559	68 667	3 834	69 752	68 667	1 084	2%	68 667
Service charges	299 778	330 950	335 211	34 688	361 793	335 211	26 582	8%	335 211
Other revenue	1 076	24 158	23 319	2 224	18 828	23 319	(4 491)	-19%	23 319
Government - operating	126 944	139 169	142 594	2 289	132 480	142 594	(10 115)	-7%	142 594
Government - capital	36 531	50 208	46 327	118	53 489	46 327	7 161	15%	46 327
Interest	11 596	16 565	11 056	1 670	7 198	11 056	(3 858)	-35%	11 056
Dividends									
Payments									
Suppliers and employees	(454 855)	(530 278)	(552 359)	(40 958)	(540 790)	(552 359)	(11 570)	2%	(552 359)
Finance charges	(651)	(1 366)	3 087	(39)	(85)	3 087	3 172	103%	3 087
Transfers and Grants	(10 019)	(30 962)	(31 179)	-	(29 565)	(31 179)	(1 615)	5%	(31 179)
NET CASH FROM/(USED) OPERATING ACT	81 900	70 001	46 722	3 825	73 100	46 722	6 351	14%	46 722
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 268	-	-	-	-	-	-	-	-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-
Payments									
Capital assets	(86 657)	(71 613)	(76 434)	(5 906)	(36 418)	(76 434)	(40 015)	52%	(76 434)
NET CASH FROM/(USED) INVESTING ACTI	(83 389)	(71 613)	(76 434)	(5 906)	(36 418)	(76 434)	(40 015)	52%	(76 434)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits	731	-	-	(25)	(433)	-	(433)	-	-
Payments									
Repayment of borrowing	(2 477)	(500)	-	(105)	(125)	-	125	-	-
NET CASH FROM/(USED) FINANCING ACTI	(1 745)	(500)	-	(130)	(559)	-	559		(559)
NET INCREASE/ (DECREASE) IN CASH HEI	(3 234)	(2 112)	(29 711)	(2 211)	36 123	(29 711)			(29 711)
Cash/cash equivalents at beginning:	97 506	91 275	94 272		94 272	94 272			94 272
Cash/cash equivalents at month/year end:	94 272	89 164	64 560		130 395	64 560			64 560

The debtors age analysis per Income source and customer group is as follows:

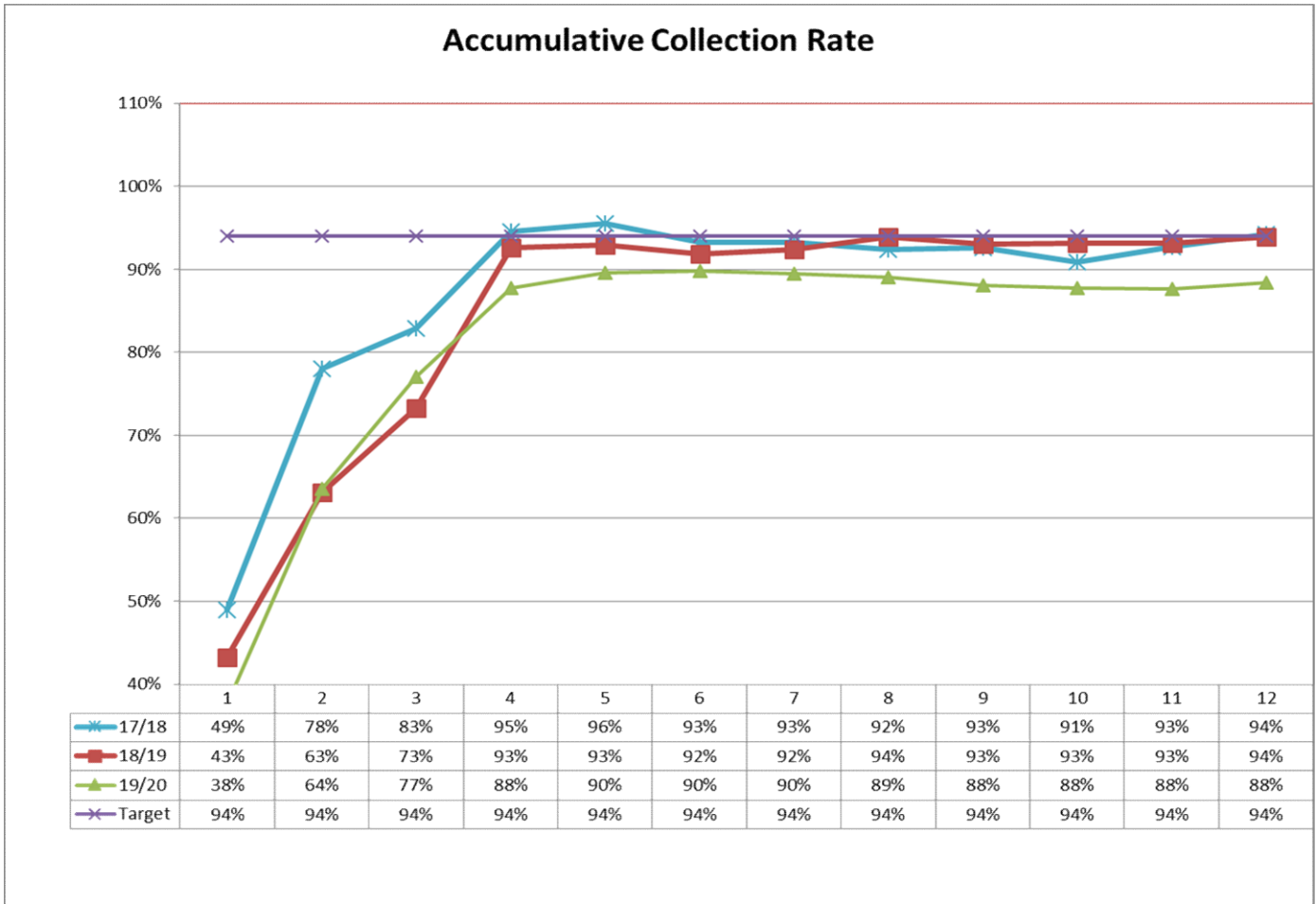
WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2020/21								Total	Total over 90 days
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr		
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	9 817	2 158	2 027	1 448	1 589	1 383	7 159	44 124	69 703	55 702
Electricity	1300	18 018	1 828	907	429	346	165	953	3 695	26 341	5 588
Property Rates	1400	4 372	492	397	302	259	236	3 916	14 476	24 451	19 190
Waste Water Management	1500	5 536	1 241	1 117	923	765	727	3 979	22 118	36 406	28 512
Waste Management	1600	6 360	1 331	1 182	1 019	817	767	3 992	23 336	38 804	29 931
Property Rental Debtors	1700	94	20	14	13	12	12	75	843	1 084	956
Interest on Arrear Accounts	1810	1 219	39	47	70	89	107	1 488	35 378	38 437	37 132
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(4 586)	64	36	84	28	41	202	1 122	(3 009)	1 477
Total By Income Source	2000	40 829	7 173	5 727	4 289	3 906	3 437	21 764	145 092	232 217	178 488
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 168	988	843	413	217	125	2 133	5 991	11 879	8 880
Commercial	2300	14 637	1 078	427	285	236	179	1 874	8 110	26 826	10 685
Households	2400	24 881	4 933	4 296	3 372	3 282	2 956	16 774	127 676	188 170	154 060
Other	2500	144	174	161	218	170	177	983	3 315	5 341	4 863
Total By Customer Group	2600	40 829	7 173	5 727	4 289	3 906	3 437	21 764	145 092	232 217	178 488



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 2020 amounts to 97% in comparison to the previous year 103%.

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 2020 97% beloop in vergelyking met die vorige jaar 103%.



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 88%.

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 88% behoop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2020/21									Total	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			
R thousands												
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	4 759	233	-	-	-	-	-	-	-	4 992	-
Auditor General	0800	-	-	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	4 759	233	-	-	-	-	-	-	-	4 992	-

Notes

Material increases in value of creditors' categories compared to previous month to be explained

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	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
R thousands								
<u>Municipality</u>								
ABSA	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
Nedbank	-	-	-	-		-	-	-
Standard Bank	-	-	-	-		-	-	-
FNB	-	-	-	-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	-

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are recognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q4 Fourth Quarter

Description	Budget Year 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	97 119	97 119	561	89 360	97 119	(7 759)	-8,0%	97 119
Equitable Share	92 850	92 850	–	85 782	92 850	(7 068)	-7,6%	92 850
Local Government Financial Management Grant [1 400	1 400	335	1 331	1 400	(69)	-4,9%	1 400
Expanded Public Works Programme Integrated Gr	2 269	2 269	226	2 247	2 269	(22)	-1,0%	2 269
Municipal Infrastructure Grant [Schedule 5B]	600	600	–	–	600	(600)	-100,0%	600
Provincial Government:	40 573	39 073	–	20 281	39 073	(18 568)	-47,5%	38 693
Housing	29 000	29 000	–	15 729	29 000	(13 271)	-45,8%	29 000
Financial Management	330	330	–	–	330	(330)	-100,0%	330
Financial Management Support Grant	–	–	–	–	–	–	–	–
Regional Social Economical Pro	1 000	1 000	–	–	1 000	(1 000)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	–	4 552	8 139	(3 587)	-44,1%	8 139
Community Development Workers	–	–	–	–	–	–	–	–
Capacity Building Grant	380	380	–	–	380	(380)	-100,0%	–
Maintenance of Main Roads	–	–	–	–	–	–	–	224
Municipal Accreditation & Capacity Building Grant	224	224	–	–	224	(224)	-100,0%	–
District Municipality:								
Tourism								
Water Drought Support								
Other grant providers:	775	775	–	–	775	(775)	-100,0%	775
<i>Belguim Grant</i>	250	250	–	–	250	(250)	-100,0%	250
<i>Table Mountain Fund</i>	525	525	–	–	525	(525)	-100,0%	525
Total Operating Transfers and Grants	138 467	136 967	561	109 641	136 967	(27 326)	-20,0%	136 587
Capital Transfers and Grants								
National Government:	41 984	40 267	–	1	40 267	(40 266)	-100,0%	40 267
Municipal Infrastructure Grant [Schedule 5B]	18 966	18 966	–	1	18 966	(18 965)	-100,0%	–
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	15 214	–	–	15 214	(15 214)	-100,0%	–
Integrated National Electrification Programme (Mu	2 609	2 609	–	–	2 609	(2 609)	-100,0%	40 267
Regional Social Economical Pro	3 478	3 478	–	–	3 478	(3 478)	-100,0%	–
Provincial Government:	1 694	1 694	–	–	1 694	(1 694)	-100,0%	972
<i>Housing</i>	–	–	–	–	–	–	–	–
<i>Sport & Recreation</i>	–	–	–	–	–	–	–	–
<i>Main Roads</i>	972	972	–	–	972	(972)	-100,0%	972
<i>Fire Service Capacity Building Grant</i>	722	722	–	–	722	(722)	-100,0%	–
District Municipality:								
	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–
Other grant providers:								
	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–
Total Capital Transfers and Grants	43 678	41 961	–	1	41 961	(41 960)	-100,0%	41 239
TOTAL RECEIPTS OF TRANSFERS & GRANTS	182 145	178 928	561	109 642	178 928	(69 286)	-38,7%	177 826

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	Budget Year 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	97 119	97 119	561	89 360	97 119	(7 759)	-8,0%	97 119
Equitable Share	92 850	92 850	-	85 782	92 850	(7 068)	-7,6%	92 850
Local Government Financial Manageme	1 400	1 400	335	1 331	1 400	(69)	-4,9%	1 400
Expanded Public Works Programme Inte	2 269	2 269	226	2 247	2 269	(22)	-1,0%	2 269
Municipal Infrastructure Grant [Schedule	600	600	-	-	600	(600)	-100,0%	600
Other transfers and grants [insert descri	-	-	-	-	-	-	-	-
Provincial Government:	40 573	39 073	-	20 281	39 073	(18 792)	-48,1%	38 693
Housing	29 000	29 000	-	15 729	29 000	(13 271)	-45,8%	29 000
Financial Management	330	330	-	-	330	(330)	-100,0%	330
Financial Management Support Grant	-	-	-	-	-	-	-	-
Regional Social Economical Pro	1 000	1 000	-	-	1 000	(1 000)	-100,0%	1 000
Libraries, Archives and Museum	9 639	8 139	-	4 552	8 139	(3 587)	-44,1%	8 139
Community Development Workers	-	-	-	-	-	-	-	-
Capacity Building Grant	380	380	-	-	380	(380)	-	-
Maintenance of Main Roads	-	-	-	-	-	-	-	-
Municipal Accreditation & Capacity Build	224	224	-	-	224	(224)	-100,0%	224
District Municipality:	-	-	-	-	-	-	-	-
Tourism	-	-	-	-	-	-	-	-
Water Drought Support	-	-	-	-	-	-	-	-
Other grant providers:	775	775	-	-	775	(775)	-200,0%	775
Belguim Grant	250	250	-	-	250	(250)	-100,0%	250
Table Mountain Fund	525	525	-	-	525	(525)	-100,0%	525
Total operating expenditure of Transfers and	138 467	136 967	561	109 641	136 967	(27 326)	-256,1%	136 587
Capital expenditure of Transfers and Grants								
National Government:	41 984	40 267	-	1	40 267	(74 445)	-184,9%	40 267
Municipal Infrastructure Grant [Schedule	18 966	18 966	-	1	18 966	-	-	18 966
Regional Bulk Infrastructure Grant (Sche	16 931	15 214	-	-	15 214	(40 266)	-100,0%	15 214
Integrated National Electrification Progr	2 609	2 609	-	-	2 609	(18 965)	-100,0%	2 609
Regional Social Economical Pro	3 478	3 478	-	-	3 478	(15 214)	-100,0%	3 478
Provincial Government:	1 694	1 694	-	-	1 694	(1 694)	-100%	-
Housing	-	-	-	-	-	-	-	-
Sport & Recreation	-	-	-	-	-	-	-	-
Main Roads	972	972	-	-	972	(972)	-100,0%	-
Fire Service Capacity Building Grant	722	722	-	-	722	(722)	-100,0%	-
District Municipality:	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Other grant providers:	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and	43 678	41 961	-	1	41 961	(76 139)	-181,5%	40 267
TOTAL EXPENDITURE OF TRANSFERS AN	182 145	178 928	561	109 642	178 928	(103 465)	-57,8%	176 854

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 Q

Description	Ref	Budget Year 2020/21				
		Approved Rollover 2019/20	Monthly actual	YearTD actual	YTD variance	YTD variance
R thousands						%
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		-	-	-	-	
None		-	-	-	-	
Provincial Government:		-	-	-	-	
None		-	-	-	-	
District Municipality:		-	-	-	-	
None		-	-	-	-	
Other grant providers:		-	-	-	-	
None		-	-	-	-	
Total operating expenditure of Approved Roll-overs		-	-	-	-	
Capital expenditure of Approved Roll-overs						
National Government:		-	-	-	-	
Municipal Infrastructure Grant [Schedule 5B]		-	-	-	-	
Provincial Government:		-	-	-	-	
None		-	-	-	-	
District Municipality:		-	-	-	-	
None		-	-	-	-	
Other grant providers:		-	-	-	-	
None		-	-	-	-	
Total capital expenditure of Approved Roll-overs		-	-	-	-	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		-	-	-	-	

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	Budget Year 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 718	7 718	930	7 600	7 718	(118)	-2%	7 718
Pension and UIF Contributions	1 137	1 137	137	1 106	570	536	94%	1 137
Medical Aid Contributions	227	227	19	216	129	87	68%	227
Motor Vehicle Allowance	741	741	-	-	-	-	-	741
Cellphone Allowance	1 094	1 094	78	938	1 094	(156)	-14%	1 094
Housing Allowances	487	487	3	41	487	(446)	-92%	487
Other benefits and allowances	54	54	-	-	-	-	-	54
Sub Total - Councillors	11 459	11 459	1 168	9 902	9 999	(97)	-1%	11 459
Senior Managers of the Municipality								
Basic Salaries and Wages	3 809	3 809	248	2 968	3 809	(841)	-22%	3 809
Pension and UIF Contributions	783	783	18	204	783	(580)	-74%	783
Medical Aid Contributions	135	135	4	62	135	(73)	-54%	135
Overtime	-	-	-	-	-	-	-	-
Performance Bonus	891	891	-	453	891	(438)	-49%	891
Motor Vehicle Allowance	1 052	1 052	68	814	1 052	(238)	-23%	1 052
Cellphone Allowance	71	86	2	36	86	(51)	-59%	86
Housing Allowances	154	154	-	-	154	(154)	-100%	154
Other benefits and allowances	115	115	9	118	115	3	3%	115
Payments in lieu of leave	-	-	-	-	-	-	-	-
Long service awards	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	-	-	-	-	-	-	-	-
Sub Total - Senior Managers	7 010	7 025	349	4 655	7 025	(2 370)	-34%	7 025
Other Municipal Staff								
Basic Salaries and Wages	115 689	116 528	9 121	112 803	116 528	(3 725)	-3%	116 528
Pension and UIF Contributions	17 544	17 547	1 424	17 198	17 547	(349)	-2%	17 547
Medical Aid Contributions	7 793	7 793	700	8 071	7 793	279	4%	7 793
Overtime	12 733	12 733	1 406	17 006	12 733	4 273	34%	12 733
Performance Bonus	8 186	8 186	703	8 596	8 186	410	5%	8 186
Motor Vehicle Allowance	4 497	4 497	428	5 197	4 497	699	16%	4 497
Cellphone Allowance	405	405	44	507	405	103	25%	405
Housing Allowances	1 649	1 649	130	1 545	1 649	(104)	-6%	1 649
Other benefits and allowances	4 318	4 322	334	4 191	4 322	(131)	-3%	4 322
Payments in lieu of leave	889	9 889	969	9 417	9 889	(472)	-5%	9 889
Long service awards	436	1 436	141	1 697	1 436	261	18%	1 436
Post-retirement benefit obligations	11 376	26 376	606	7 268	26 376	(19 108)	-72%	26 376
Sub Total - Other Municipal Staff	185 514	211 360	16 007	193 496	211 360	(17 864)	-8%	211 360
TOTAL SALARY, ALLOWANCES &	203 983	229 844	17 524	208 053	228 384	(20 331)	-9%	229 844
% increase								
TOTAL MANAGERS AND STAFF	192 524	218 385	16 356	198 151	218 385	(20 234)	-9%	218 385

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 2020/21											
		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		3 455	11 142	11 734	9 921	6 169	4 338	4 622	3 687	4 138	3 015	3 697	(1 137)
Service charges - electricity revenue		17 246	27 274	27 135	21 954	19 720	20 437	19 591	17 265	32 690	28 361	28 059	(26 155)
Service charges - water revenue		2 326	2 518	2 559	2 161	2 492	2 726	2 900	2 666	3 191	2 326	2 143	12 063
Service charges - sanitation revenue		1 520	1 560	3 831	1 515	1 743	1 954	1 844	1 600	1 867	1 284	1 299	(2 806)
Service charges - refuse		1 647	1 811	1 988	1 590	1 948	1 817	2 047	1 680	2 176	1 230	1 415	1 538
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		240	284	382	381	281	231	553	473	324	-	(0)	1 950
Interest earned - external investments		434	623	77	700	638	728	23	1 143	404	420	337	2 675
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	2 227
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		208	288	300	395	239	177	398	315	294	0	-	2 301
Licences and permits		308	8	1 318	162	176	704	206	580	532	-	(12)	(327)
Agency services		-	-	-	-	-	-	-	-	-	-	-	4 878
Transfer receipts - operating		47 994	5 605	-	3 042	10 946	25 708	4 064	689	27 111	4 653	380	(14 220)
Other revenue		145	331	344	461	433	376	1 691	1 064	1 983	12	21	3 722
Cash Receipts by Source		75 522	51 444	49 668	42 282	44 785	59 195	37 939	31 161	74 710	41 302	37 338	(13 292)
Other Cash Flows by Source													-
Transfer receipts - capital		14 003	-	-	-	3 474	10 000	-	-	24 224	1 670	-	6 459
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		92	43	(97)	(18)	48	(6)	(246)	83	(145)	(119)	(44)	409
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		89 618	51 487	49 571	42 263	48 306	69 189	37 693	31 244	98 789	42 853	37 295	(6 424)
Cash Payments by Type													-
Employee related costs		13 166	13 889	13 576	14 279	21 728	14 740	14 842	16 757	13 981	13 895	14 045	(2 234)
Remuneration of councillors		909	910	899	906	906	906	897	918	906	907	908	738
Interest paid		-	-	-	-	-	46	-	-	-	-	-	1 050
Bulk purchases - Electricity		23 467	30 587	27 112	15 301	15 281	15 283	13 288	19 913	20 414	24 278	20 500	(27 883)
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 070	1 700	1 073	1 697	2 258	1 132	2 277	1 697	2 773	1 679	564	(1 360)
Contracted services		2 576	4 884	3 656	4 506	3 368	5 163	1 548	2 434	4 096	1 634	3 132	18 051
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		4 958	-	3 961	2 792	7 500	1 877	263	119	8 320	(4 437)	4 210	(15 171)
General expenses		3 937	4 387	3 437	6 290	3 582	7 219	1 912	2 311	5 413	2 338	2 067	2 762
Cash Payments by Type		50 084	56 357	53 713	45 771	54 623	46 366	35 027	44 149	55 903	40 293	45 426	(24 046)
Other Cash Flows/Payments by Type													
Capital assets		2 346	1 184	3 945	7 026	2 372	4 469	1 753	1 932	2 464	1 815	1 206	60 941
Repayment of borrowing		-	-	22	-	-	-	(2)	-	-	-	-	2 980
Other Cash Flows/Payments		(7 040)	107	(31)	1 314	507	2 000	127	1 008	1 241	1 130	1 369	(1 731)
Total Cash Payments by Type		45 389	57 648	57 649	54 111	57 502	52 834	36 905	47 088	59 608	43 239	48 001	38 144
NET INCREASE/(DECREASE) IN CASH HELD		44 229	(6 160)	(8 078)	(11 848)	(9 196)	16 355	788	(15 844)	39 181	(386)	(10 706)	(44 569)
Cash/cash equivalents at the month/year beginning:		94 272	138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 312	132 606
Cash/cash equivalents at the month/year end:		138 500	132 340	124 262	112 414	103 218	119 573	120 361	104 517	143 698	143 312	132 606	88 037

QUARTERLY REPORT MARCH 2020

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q4 Fourth Quarter

Month	2019/20	Budget Year 2020/21							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
R thousands									
Monthly expenditure performance trend									
July	-	5 968	6 383	101	101	6 383	6 282	98,4%	0%
August	2 395	5 968	6 383	3 035	3 136	12 766	9 630	75,4%	4%
September	3 895	5 968	6 383	2 468	5 604	19 148	13 544	70,7%	8%
October	4 259	5 968	6 383	6 398	12 002	25 531	13 529	53,0%	17%
November	5 596	5 968	6 383	2 200	14 202	31 914	17 712	55,5%	20%
December	4 014	5 968	6 383	4 387	18 589	38 297	19 708	51,5%	26%
January	2 324	5 968	6 383	1 566	20 155	44 680	24 525	54,9%	28%
February	5 448	5 968	6 383	2 718	22 873	51 062	28 189	55,2%	32%
March	6 120	5 968	6 383	1 848	24 721	57 445	32 725	57,0%	35%
April	10 087	5 968	6 383	1 747	26 467	63 828	37 361	58,5%	
May	3 737	5 968	6 383	1 275	27 743	70 211	42 468	60,5%	39%
June	38 783	5 968	6 383	7 364	35 107	76 594	41 487	54,2%	0
Total Capital expenditure	86 657	71 613	76 594	35 107					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
 Quarter ending June 2020
 Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income	Income	Income	Expenditure	Expenditure	Expenditure	Income	Expenditure	Total YTD	Total YTD
		transactions April 2020	transactions May 2020	transactions June 2020	transactions April 2020	transactions May 2020	transactions June 2020	YTD transactions Quarter 4	YTD transactions Quarter 4	Income	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 section 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	-	-	-	3 703 805	3 290 040	3 746 339	-	10 740 184	-	40 014 916
	- 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	-	-	-51 358	30 025	43 765	16 412	-51 358	90 202	-1 953 906	1 697 130
		-	-	-51 358	3 733 830	3 333 805	3 762 751	-51 358	10 830 386	-1 953 906	41 712 046
								YTD			
								Transactions			
								Quarter 4			
11(1) (h)	Cash management and investment purposes:							-			
	- Realised	-	-	-20 000 000				-			
	- Made	-	-	-				90 000 000			
	- Nett movement	-	-	-20 000 000				-			

WITZENBERG MUNICIPALITY**Report: Expenditure on Staff & Councillor Benefits - YTD Act Jun**

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2019/2020	Amended Budget 2019/2020	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	119 509 049	120 349 947	115 787 908	96,21%
66(b)	Contributions to pension funds and medical aid	26 243 876	26 248 877	25 519 786	97,22%
66(c)	Travel, accomodation and subsistence	5 549 194	5 549 194	6 010 949	108,32%
66(d)	Housing benefits and allowances	1 802 658	1 802 658	1 545 176	85,72%
66(e)	Overtime	12 533 132	12 532 597	17 005 415	135,69%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	26 886 346	51 901 881	32 358 003	62,34%
	Sub - Total (Staff Benefits)	R 192 524 255	R 218 385 154	R 198 227 237	90,77%
Councillor Benefits					
MAY	Mayor	979 897	979 897	655 878	66,93%
DM	Deputy Mayor	729 598	729 598	603 847	82,76%
SP	Speaker	729 892	729 892	602 228	82,51%
MCM	Mayoral Committee members	2 625 434	2 625 434	2 233 449	85,07%
CLLR	Other Councillors	5 029 252	5 029 252	4 484 601	89,17%
MED	Medical aid contributions	227 354	227 354	215 615	94,84%
PEN	Pension fund contributions	1 137 333	1 137 333	1 106 342	97,28%
WARD	Ward Committee Allowance	1 152 000	1 152 000	1 352 000	117,36%
	Sub - Total (Councillors' Benefits)	12 610 760	R 12 610 760	R 11 253 960	89,24%
Total Councillor and Staff Benefits		R 205 135 015	R 230 995 914	R 209 481 197	90,69%

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	4th Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Essential Services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on the preventative maintenance budget of the Technical Department.	98%	98%	94%	Due to national lockdown, only emergencies were attended to during the lockdown period, hence under expenditure	
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	95%	95%	51%	Due to national lockdown, a number of capital projects, came to a halt. The major contributing fact on the low expenditure, was the Reconstruction of the Tulbagh Dam, which did not realise, as no compliant tenders were received.	Tenders have been awarded & construction was started again on contracts stopped , which was delayed due to the national lock down. The construction of the Tulbagh raw water dam will be re-advertised.
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat36	Percentage of valid water connection applications connected by reporting period end	95%	95%	100%		
		TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	95%	95%	100%		
		TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	95%	95%	100%		
		TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	7	7	7		
		TecWat20	Decrease unaccounted water losses.	18%	18%	16,2%		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	9,7%		
		TecRo7	Kilometres of roads upgraded & rehabilitated.	4	4	4,1		
Essential Services	Provide for the needs of informal settlements through improved	TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	3	3	3		
		TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	3	3	3		

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	4th Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
	services	TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	3	3	3		
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional transformation & development	CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	96%	64%	Due to lockdown trainings could not be implemented.	Virtual trainings will be investigated for future.
		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		
	Financial Viability	FinFAdm10	Financial viability expressed as Debt-Coverage ratio	200	200	282		
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	3,5		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	60%	The Covid 19 pandemic had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	As soon at the situation allows stringent implementation of the credit control policy.
		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		
		FinInc15	Increased revenue collection	94%	94%	88%	The Covid 19 pandemic had negative impact on the collection rate month to month, which also impacted the accumulative collection rate.	As soon at the situation allows stringent implementation of the credit control policy.
		MM1	Percentage expenditure on the preventative maintenance budget of the whole of the municipality.	98%	98%	87%	Lockdown regulations has severely impacted operational maintenance projects.	
		MM2	Percentage spend on Capital Budget for the whole municipality.	95%	95%	46,0%	Tulbagh Dam tender cancelled due to non-complaint bidders. Tender for pavillions had to be re-advertised and appeal lodged further delayed appointment. National Lock down brought all projects/bids to a stand still.	Tulbagh Dam tender to be re-advertised. National Lock down to be lifted.

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	4th Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
	To maintain & strengthen relations	MMIDP9	Number of IDP community engagements held.	14	14	7	Due to lockdown regulations no public meetings were arranged. Draft IDP and budget was advertised for public to provide inputs.	Advertisements for comments placed in local paper, notice boards of all seven towns and other social media.
		ComSoc49	Number of meetings with intergovernmental partners.	12	12	9	No IGR meetings could be attended due to lockdown regulations	
Communal Services	Provide & maintain facilities that make citizens feel at home	ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
		ComDir1	Percentage expenditure on the preventative maintenance budget of the Community Department	98%	98%	54,0%	Lockdown regulations has influenced expenditure as services is not deemed essential.	All relevant tenders has been advertised and appointments has been made.
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	95%	95%	30,0%	Delayed approval of policy on Cost-Containment Regulations has resulted in planned cashflows not being achieved. Tender for pavillions had to be re-advertised and appeal lodged further delayed appointment. National Lock down brought all projects/bids to a stand still.	All relevant tenders has been advertised and apart from a tender that had to be re-advertised, appointments has been made. Projects to continue after lockdown.
Socio-Economic Support	Support the poor & vulnerable through programmes & policy	ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3093		
		ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	400	400	409		
		ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	20	20	25		
		ComHS14	Number of housing opportunities provided per year - top structures.	199	199	199		
		ComHS15	Number of rental stock transferred.	40	40	30	Due to lockdown a huge backlog at deeds office exist	We are not able give any corrective measurements because the backlog at the Deeds Office has an influence on the whole Province

Mun KPA	Mun Strategic Objective	Ref	KPI	Annual Target 2019/20	4th Quarter			
					Target	Result	Reason if target not achieved	Corrective measures
Socio-Economic Support	Create an enabling environment to attract investment & support local economy	ComLed19	Quarterly report to Mayco on investment incentives implemented.	4	4	4		
		ComLed20	Quarterly report to Mayco on the Small Business Entrepreneurs Development Programme.	4	4	4		
		ComLed21	Quarterly report to Mayco on the progress of the Ceres Business Initiative (CBI) Entrepreneur Programme for SMME's	4	4	4		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	4	4		

Total Cost Savings Disclosure in the In-Year and Annual Report
Quarter ended: June 2020
Witzenberg Municipality

Measures	Adj Budget	Q1	Q2	Q3	Q4	Total YTD	PREV TOTAL YTD	Savings
Use fo Consultants	20 646 714	2 802 025	6 191 872	2 585 816	3 216 908	14 796 621	18 677 116	3 880 495
Vehicles used for political office -bearers	14 837	1 850	231	1 274	2 587	5 943	15 444	9 501
Travel and subsistence	1 265 754	163 856	223 878	123 711	19 556	531 001	880 100	349 100
Domestic Accomodation	276 931	3 097	68 938	22 367	10 073	104 475	341 532	237 057
Sponsorships, events and catering	1 244 080	84 008	26 221	22 221	100 789	233 239	726 421	493 182
Communication	2 868 537	408 255	713 772	557 843	592 621	2 272 492	2 692 032	419 540
Other Related Expenditure Items	1 975 864	291 525	373 243	379 008	403 217	1 446 993	1 416 105	372 329
TOTAL	28 292 717	3 754 616	7 598 154	3 692 240	4 345 752	15 045 011	24 748 750	5 761 204

*** Savings were calculated based upon a comparision between previous year and current year year-to-date expenditure items

WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

2020/2021

A Municipality that cares for the community, creating growth
& opportunity.

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1. 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 2020/21 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 2020 to 30 June 2021.

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 & 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.

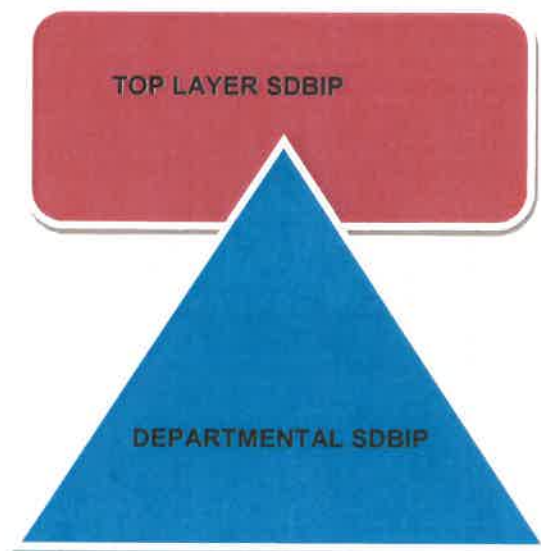
The SDBIP serves as a “contract” between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) 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.



2. TOP LAYER SDBIP (MUNICIPAL SCORECARD)

Circular 13, as well as the municipal budget and reporting regulations prescribe the submission of a Top Layer SDBIP, which is focused on outcomes, to the Mayor with the budget. The Top Layer SDBIP contains the consolidated service delivery targets and in-year deadlines, and links such targets to top management. Only the Top Layer SDBIP will be made public and tabled before the council. The Top Layer SDBIP should also include per ward information, particularly for key expenditure items on capital projects and service delivery. This will enable each ward councillor and ward committee to oversee service delivery in their particular ward. The Top Layer SDBIP and its targets cannot be revised without notifying the council, and if changes are made in service delivery targets and performance indicators, this must be with the approval of the council, following approval of an adjustments budget (section 54(1)(c) of MFMA). Council approval is necessary to ensure that the mayor or municipal manager do not revise service delivery targets downwards in the event where there is poor performance.

The Top Layer of the SDBIP must be submitted for approval to the Mayor within 14 days after the approval of the budget. The Top Layer SDBIP must be approved by the Mayor within 28 days after the

budget has been approved to ensure compliance with the above-mentioned legislation and published on the municipal website.

3. 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.

4. 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 2018/19
- Annual Report of 2018/19
- 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 2018/19 Annual Report
- Mid-Year Performance Report (Section 72) for 2019/20

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 2020/06/08

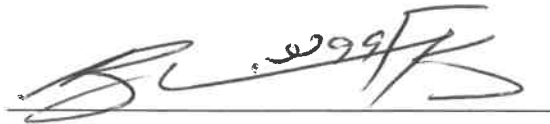
SECTION 53(1)(C)(II) – APPROVAL BY THE MAYOR

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 2020/06/10

5. STRATEGIC MAP

<u>WITZENBERG MUNICIPALITY: STRATEGIC MAP 2020/21</u>					
Vision	Mission	Municipal KPA		Pre-determined Objectives	
A municipality that cares for its community, creating growth and opportunities.	<p>The Witzenberg Municipality is committed to improve the quality of life of its community by:</p> <ul style="list-style-type: none"> - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation. 	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

6. 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 2020/21
Procedry rates	11 289	4 614	4 555	5 855	4 650	7 696	3 491	5 964	11 096	6 211	5 247	4 627	76 388
Service charges - electricity revenue	39 490	16 124	16 051	23 951	16 287	25 905	12 200	20 949	38 780	21 707	18 398	16 170	265 973
Service charges - water revenue	5 197	2 122	2 114	3 154	2 144	3 541	1 605	2 757	5 104	2 857	2 414	2 128	35 137
Service charges - sanitation revenue	2 715	1 108	1 104	1 647	1 120	1 649	839	1 440	2 666	1 492	1 251	1 111	18 352
Service charges - refuse revenue	3 146	1 285	1 280	1 908	1 268	2 144	972	1 669	3 060	1 730	1 461	1 288	21 271
Service charges - other	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	394	161	160	239	162	268	122	209	387	216	183	161	2 663
Interest earned - external investments	1 350	551	549	819	557	920	417	716	1 325	742	627	553	9 129
Interest earned - outstanding debtors	1 222	469	467	742	504	833	378	648	1 200	672	566	500	8 264
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and tolls	3 026	1 235	1 231	1 835	1 248	2 062	935	1 605	2 971	1 563	1 405	1 239	20 456
Licences and permits	287	121	121	180	123	203	92	158	282	163	136	122	2 010
Agency services	570	233	232	346	235	388	175	302	560	313	265	233	3 854
Transfers and subsidies	28 948	11 820	11 774	17 555	11 940	19 723	8 943	15 357	28 428	15 913	13 443	11 853	195 705
Other revenue	1 367	568	556	829	564	931	422	725	1 342	751	635	560	9 240
Gains	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Total	99 022	40 432	40 274	60 083	40 841	67 465	30 592	52 530	97 242	54 432	45 984	40 546	669 441

COMPONENT 2 – MONTHLY OPERATING EXPENDITURE BY VOTE R'000

<u>Expenditure By Type</u>	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21
Employee related costs	19 410	20 795	20 899	17 716	20 798	18 927	13 861	17 538	18 599	19 814	15 813	20 052	225 182
Remuneration of councillors	1 032	1 106	1 112	942	1 106	900	737	933	987	1 054	1 054	1 067	12 032
Debt interest	3 835	4 106	4 129	3 500	4 106	3 344	2 759	3 465	3 667	3 815	3 915	3 962	44 688
Depreciation & asset impairment	3 492	3 741	3 760	3 197	3 741	3 045	2 464	3 155	3 339	3 564	3 564	3 607	40 688
Finance charges	788	844	848	719	844	587	563	712	753	804	804	814	9 181
Bulk purchases	19 974	21 400	21 507	18 231	21 403	17 419	14 265	18 048	19 089	20 390	20 389	20 695	232 760
Other materials	1 576	1 795	1 804	1 530	1 796	1 461	1 197	1 514	1 602	1 711	1 711	1 731	19 528
Contracted services	4 151	4 459	4 480	3 798	4 459	3 629	2 871	3 760	3 979	4 247	4 247	4 289	48 486
Transfers and subsidies	187	200	201	171	200	163	134	169	179	191	191	193	2 179
Other expenditure	4 014	4 300	4 321	3 663	4 301	3 500	2 665	3 626	3 838	4 097	4 097	4 146	46 770
Losses	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditure	58 568	62 747	63 062	53 457	62 737	51 077	41 826	52 920	56 002	59 787	59 784	60 507	682 493

COMPONENT 3 – MONTHLY CAPITAL EXPENDITURE

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Description	Detailed Funding Source	Adjusted Budget 2020-2021	Project Start Date	Project End Date	Planned Cashflow for 2020/2021																
MV Substation Equipment	CRR	1 000 000	2020-07-15	2021-02-15		200 000	200 000			200 000											
Upgrade of LV Network Cables	CRR	500 000	2020-07-15	2021-02-15			100 000			200 000											
MV Network Equipment	CRR	500 000	2020-07-15	2021-02-15			100 000			200 000											
Upgrade of MV Cables	CRR	500 000	2020-07-15	2021-02-15			100 000			200 000											
Network streets	CRR	1 800 000	2020-07-15	2020-11-15					1 800 000												
Sewer Network Replacement	CRR	500 000	2020-07-15	2020-11-15			200 000			300 000											
Security upgrades	CRR	300 000	2020-07-15	2020-10-15																	
Network- Water Pipes & Valve Replacement	CRR	500 000	2020-07-15	2020-11-15			200 000			300 000											
Tulbagh Dam	RBIG	16 931 304	2020-07-15	2022-04-15	431 304	1 500 000	1 500 000			1 500 000					1 500 000	1 500 000					1 500 000
Upgrade Wolseley WWTW	CRR	1 500 000	2020-07-15	2021-02-15		200 000								300 000							500 000
Tulbagh Steinthalweg walkways	RSEP	869 565	2020-07-15	2020-05-15			200 000														269 565
																					400 000

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Description	Detailed Funding Source	Adjusted Budget 2020-2021	Project Start Date	Project End Date	Planned Cashflow for 2020/2021																
Vredebes Phase H Bulk water pipeline	M/G	476 300	2020-07-15	2020-09-15			476 300														
Vredebes Phase H Bulk storm water & side w	M/G	4 330 552	2020-07-15	2020-12-15		434 783	869 565			869 565											
Vredebes Phase H Busroutes & side w	M/G	2 562 153	2020-07-15	2020-10-15		434 783	869 565			1 257 805											
Vredebes Phase H Bulk sewerage pipe	M/G	739 584	2020-07-15	2020-09-15			739 584														
Vredebes Access Collector	M/G	496 800	2020-07-15	2020-08-15					496 800												
Vredebes Phase H Internal Roads	IHHSDG	9 488 502	2020-07-15	2021-05-15		488 502				1 000 000					1 000 000	1 000 000					1 500 000
Vredebes Phase H Internal Water	IHHSDG	9 488 500	2020-07-15	2021-05-15		488 500				1 000 000					1 000 000	1 000 000					1 500 000
Vredebes Phase H Internal Storm Water	IHHSDG	9 488 503	2020-07-15	2021-05-15		488 503				1 000 000					1 000 000	1 000 000					1 500 000
Vredebes Phase H Internal Sewerage	IHHSDG	9 488 501	2020-07-15	2021-05-15		488 501				1 000 000					1 000 000	1 000 000					1 500 000

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Description	Detailed Funding Source	Adjusted Budget 2020-2021	Project Start Date	Project End Date	Planned Cashflow for 2020/2021	
Replace computers Town Planning	CRR	50 000	2020-07-15	2020-09-15		
Construct inspection ramp	CRR	350 000	2020-07-15	2021-03-15	50 000	350 000
Council chambers furniture	CRR	600 000	2021-02-15	2021-04-15		600 000

Strategic Objective: 2.3 Maintain and Strengthen Relations

Description	Detailed Funding Source	Adjusted Budget 2020-2021	Project Start Date	Project End Date	Planned Cashflow for 2020/2021	
IT Equipment	CRR	400 000	2020-07-15	2020-11-15	400 000	

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Description	Detailed Funding Source	Adjusted Budget 2020-2021	Project Start Date	Project End Date	Planned Cashflow for 2020/2021	
Ceres upgrade Of Leyell Sir Sport Faci	MIG	869 565	2019-11-15	2020-11-15		869 565
Townhalls Equipment	CRR	40 000	2020-07-15	2020-09-15	40 000	
Sportfield equipment	CRR	30 000	2020-07-15	2020-09-15	30 000	
Parks equipment	CRR	40 000	2020-07-15	2020-09-15	40 000	
Montana security fence	CRR	540 000	2020-07-15	2020-11-15	200 000	340 000

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.2 Create an enabling environment to support local economy

Description	Detailed Funding Source	Adjusted Budget 2020-2021	Project Start Date	Project End Date	Planned Cashflow for 2020/2021	
Upgrade Van Breda Bridge	Prov Gran	4 130 000	2020-07-15	2022-05-15	500 000	
Upgrade Van Breda bridge (own contint)	CRR	897 826	2020-07-15	2022-05-15		897 826
					1 000 000	1 000 000
						630 000

7. 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 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	Definitions
TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department	Technical	99.6%	98%	25%	50%	75%	98%	98%	99%	99%	99%	Percentage reflecting year to date spend /preventative- & corrective planned maintenance budget votes of technical department. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Technical	98.3%	95%	10%	40%	60%	95%	95%	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%	95%	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%	95%	96%	98%	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 subsidised 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 subsidised programme. National Key Performance Indicator. Proxy measure for National Key Performance Indicator.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	Definitions
TecWat20	Decrease unaccounted water losses.	Technical	17.7%	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.
TecEEB7	Decrease unaccounted electricity losses.	Technical	10.5%	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	7.3	4	0	1	2	4	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 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	Definitions
TecDI2	Number of subsidised serviced sites developed.	Technical	526	100	0	0	50	100	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.
TecEfb31	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.
TecEB6	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 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	Definitions
CorPHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	96%	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' IDP'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 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	Definitions
FinFAdm10	Financial viability expressed as Debt Coverage ratio	Finance	250.8	200	200	200	200	200	200	200	200	200	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
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Finance	2.57	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	50%	42%	42%	42%	42%	42%	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 SPP is still outstanding as at year end. Proxy for National KPI.
FinInc15	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 expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	Municipal Manager	99.6%	98%	25%	50%	75%	98%	98%	99%	99%	99%	Percentage reflecting year to date spend / preventative- & corrective planned maintenance budget votes for the whole of the municipality. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
MM2	Percentage spend of capital budget for the whole of the municipality.	Municipal Manager	95.6%	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

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 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	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 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	Definitions
ComAm34	Report on annual customer satisfaction survey on community facilities.	Community	1	1 Report		1			1 Report	1 Report	1 Report	1 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	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	Community	95%	98%	25%	50%	75%	98%	98%	99%	98%	99%	Percentage reflecting year to date spend / preventative- & corrective planned maintenance budget votes for the Community Department. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
ComDir2	% Expenditure on Capital Budget by Community Directorate	Community	63.7%	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 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	Definitions
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	Community	3701	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	397	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 IPT.
ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	Community	25	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	30	0	0	0	0	0	0	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	40	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.

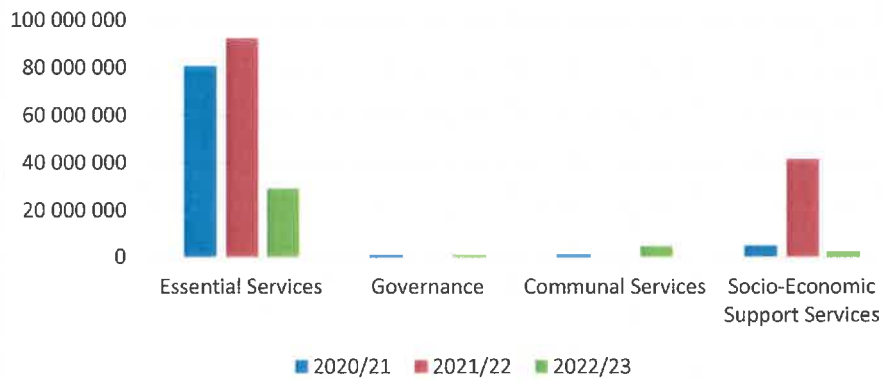
Ref	Key Performance Indicator	Reporting Directorate	Baseline 2018/19	Target 2020/21	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2021/22	Target 2022/23	Target 2023/24	Target 2024/25	Definitions
ComLed19	Quarterly report on investment incentives implemented.	Community	New	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly report on investment incentives implemented.
ComLed20	Quarterly report 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 on the Small Business Entrepreneurs Development Programme.
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	Community	4	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.

8. BUDGETARY ALIGNMENT WITH IDP

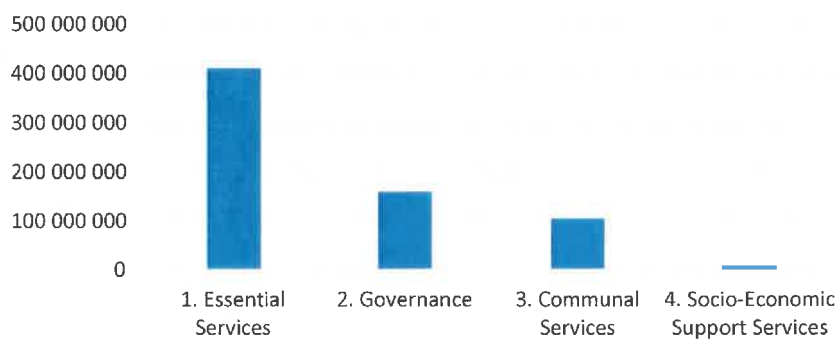
BUDGET PER KEY PERFORMANCE AREA

2020/21 BUDGET LINKED TO KEY PERFORMANCE AREA	TOTAL BUDGET	OPERATIONAL BUDGET	CAPITAL BUDGET
1. Essential Services	492 065 174	411 248 560	80 816 614
2. Governance	160 674 402	159 274 402	1 400 000
3. Communal Services	105 468 031	103 948 466	1 519 565
4. Socio-Economic Support Services	13 050 032	8 022 206	5 027 826
TOTAL	771 257 639	682 493 634	88 764 005

KEY PERFORMANCE AREA: 3YR CAPITAL EXPENDITURE



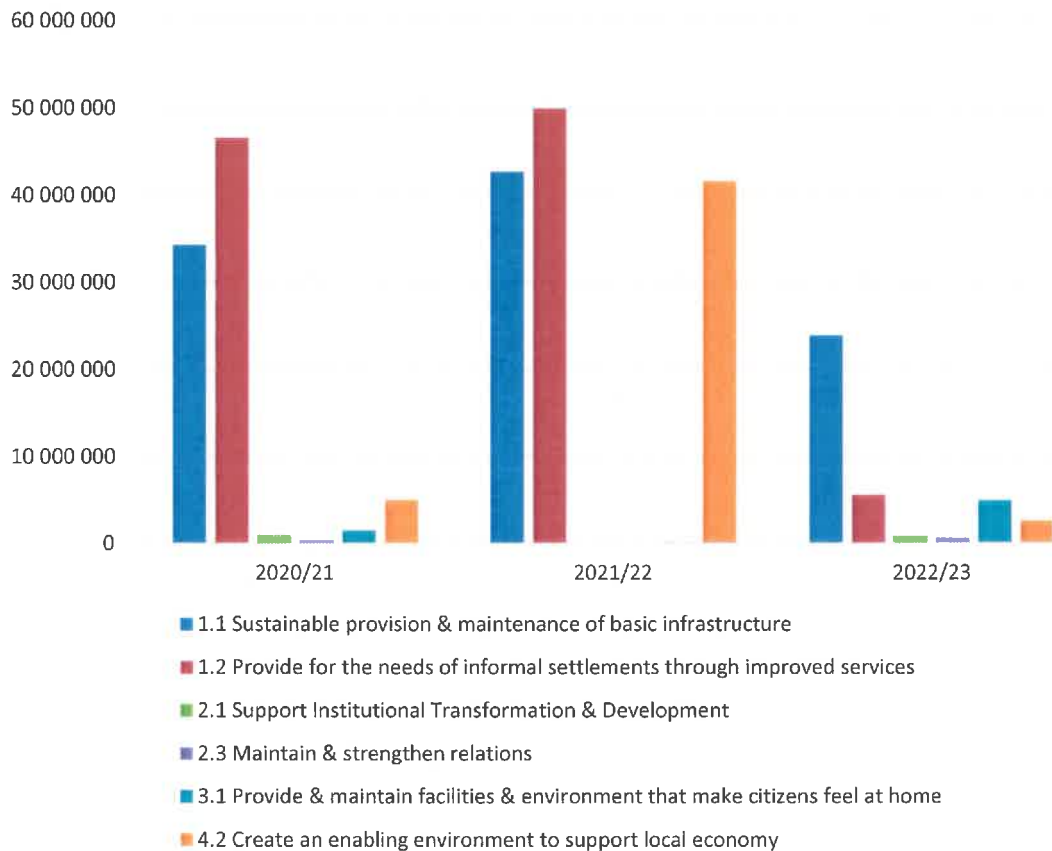
KEY PERFORMANCE AREA: 2021 OPERATIONAL BUDGET



BUDGET PER STRATEGIC OBJECTIVE

KEY PERFORMANCE AREA	STRATEGIC OBJECTIVE	OPERATIONAL BUDGET	CAPITAL BUDGET
1. Essential Services	1.1 Sustainable provision & maintenance of basic infrastructure		34 257 219
	1.2 Provide for the needs of informal settlements through improved services		46 559 395
2. Governance	2.1 Support Institutional Transformation & Development		1 000 000
	2.2 Ensure financial viability		0
	2.3 Maintain & strengthen relations		400 000
3. Communal Services	3.1 Provide & maintain facilities & environment that make citizens feel at home		1 519 565
4. Socio-Economic Support Services	4.1 Support the poor & vulnerable through programmes & policy		0
	4.2 Create an enabling environment to support local economy		5 027 826

STRATEGIC OBJECTIVE: 3YR CAPITAL EXPENDITURE



FIVE YEAR PROJECTED CAPITAL EXPENDITURE PER WARD

KEY PERFORMANCE AREA:

1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Programme	Department	Project	Funding Source	Ward	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023	Budget 2023-2024	Budget 2024-2025	
1.1a Upgrading of bulk resources & infrastructure	Elec Admin	MV Substation Equipment	CRR	All	1 000 000	500 000	1 000 000	700 000	1 500 000	
	Sewerage	Aerator replacement programme	CRR	All					500 000	
	Sewerage	Refurbishment WWTW	CRR	All					750 000	
	Sewerage	Upgrade Wolseley WWTW	CRR	2,7	1 500 000					
	Sewerage	Security upgrades	CRR	All	300 000			300 000		
	Solid Waste	Transfer stations & related infrastructure (co	CRR	3		5 317 400				
	Water	Security upgrades	CRR	All				450 000		
	Water	Tulbagh Dam	RBIG	11	16 931 304	17 391 304				
	Solid Waste	New Material Recovery Facility/Drop Off	MIG	All	9 356 350	7 066 955				
	Water	Op-Die-Berg Reservoir	MIG	8		11 279 044				
	Water	Tulbagh Reservoir	MIG	7,11						
	Water	Tierhokskloof bulk pipeline	MIG	7			8 026 177			
	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	500 000		1 000 000		1 000 000
		Elec Admin	MV Network Equipment	CRR	All	500 000		1 000 000		1 000 000
Elec Admin		Upgrade of MV Cables	CRR	All	500 000		1 000 000		600 000	
Elec Admin		Tools & Equipment	CRR	All				160 000	150 000	
Elec Str Lights		Upgrade of Streetlights	CRR	All				300 000	350 000	
Sewerage		Sewer Pumps-replacement	CRR	All				250 000	250 000	
Sewerage		Sewer Network Replacement	CRR	All	500 000		1 500 000	1 000 000	2 000 000	
Water		Infrastructure Management System	CRR	All					200 000	
Water		Tools & Equipment- New	CRR	All				50 000	50 000	
Water		Network- Water Pipes & Valve Replacement	CRR	All	500 000		1 500 000	1 000 000	2 000 000	
Water		Grey Water System	CRR	All					1 500 000	
Elec Admin		Electrical Network Refurbishment	CRR	All				1 500 000	1 500 000	
Stormwater		Network - Storm Water Upgrading	CRR	All				450 000	450 000	
Solid Waste		Drop-offs Transfer stations	CRR	All				4 000 000	2 000 000	

Programme	Department	Project	Funding Source	Ward	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023	Budget 2023-2024	Budget 2024-2025
1.1c Transport management & road maintenance	Roads	Network streets	CRR	All	1 800 000		2 000 000	2 500 000	2 500 000
	Roads	Tulbagh Steinthalweg walkways	RSEP	7,11	869 565	434 783			
	Roads	Tulbagh Steinthalweg walkways (contributor)	CRR	7,11		500 000			
	Roads	New taxi facility Ceres	MIG	5		173 913	6 826 086		
	Roads	Tools & Equipment	CRR	All				50 000	50 000
	Roads	NIMT Sidewalks Ceres	CRR	3.5					500 000

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services.

Programme	Department	Project	Funding Source	Ward	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023	Budget 2023-2024	Budget 2024-2025
1.2a Implementation of human settlement plan (serviced sites)	Elec Admin	Vredebes Electrical Network	INEP	5		3 000 000	4 000 000	3 500 000	3 500 000
	Elec Str Lights	Vredebes Phase H Streetlights	MIG	5		1 565 217			
	Roads	Nduli Infill Internal Roads	IHSDG	1,12		11 320 000			
	Sewerage	Nduli Infill Internal Sewerage	IHSDG	1,12		11 320 000			
	Water	Nduli Infill Internal Water	IHSDG	1,12		11 320 000			
	Storm water	Nduli Infill Internal Storm water	IHSDG	1,12		11 320 000			
	Water	Vredebes Phase H Bulk water pipeline	MIG	5	476 300				
	Storm water	Vredebes Phase H Bulk storm water & atten	MIG	5	4 330 552				
	Roads	Vredebes Phase H Busroutes & side walks	MIG	5	2 562 153				
	Sewerage	Vredebes Phase H Bulk sewerage pipeline	MIG	5	739 584				
	Roads	Vredebes Access Collector	MIG	5	496 800		1 565 217		16 000 000
	Roads	Vredebes Phase H Internal Roads	IHSDG	5	9 488 502				
	Water	Vredebes Phase H Internal Water	IHSDG	5	9 488 500				
	Storm water	Vredebes Phase H Internal Storm Water	IHSDG	5	9 488 503				
	Sewerage	Vredebes Phase H Internal Sewerage	IHSDG	5	9 488 501				

KEY PERFORMANCE AREA:

2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Programme	Department	Project	Funding Source	Ward	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023	Budget 2023-2024	Budget 2024-2025
2.1b Law enforcement & traffic	Roads	Traffic Calming	CRR	All				200 000	200 000
	Traffic	Capex Test Centre	CRR	3					
	Traffic	Capex: Fire Arms	CRR	All					
2.1c Spatial / Town Planning	Town Pl	Replace computers	CRR	All	50 000				
2.1d Administration	Admin	Council chambers furniture	CRR	All	600 000				
	Dir Corp	Office Equipment	CRR	All				50 000	50 000
	Dir Com	Office Equipment	CRR	All				30 000	30 000
	Dir Fin	Office Equipment	CRR	All				30 000	30 000
	Dir Tech	Office Equipment	CRR	All				30 000	30 000
	MM	Office Equipment	CRR	All				30 000	30 000
	Project Management	Office Equipment	MIG	All				20 000	
2.1e Fleet Management	Workshop	Construct inspection ramp	CRR	All	350 000				
2.1g Disaster management & fire fighting	Fire Fighting	Capex Fire Fighting Equipment	CRR	All				350 000	
		Firefighting Response Vehicle	Prov Grant	All			800 000		

Strategic Objective:

2.3 Maintain and Strengthen Relations

Programme	Department	Project	Funding Source	Ward	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023	Budget 2023-2024	Budget 2024-2025
2.3a Communication & marketing	Marketing & Communications	Access Control - Furniture and Equipment	CRR	All				75 000	
		Signage & Billboards	CRR	All				80 000	
		Camera equipment	CRR	All					20 000
2.3b ICT	IT	IT Equipment	CRR	All	400 000		600 000	600 000	
									650 000

KEY PERFORMANCE AREA:

3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Programme	Department	Project	Funding Source	Ward	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023	Budget 2023-2024	Budget 2024-2025
3.1a Upgrading & maintenance of facilities	Halls And Facilities	Townhalls Equipment	CRR	All	40 000		40 000		
	Public Toilets	Containers 3x3m	CRR	All				100 000	
	Cemeteries	Op Die Berg Public Toilets	CRR	8				200 000	
		Expanding of Cemetery	CRR	All				200 000	300 000
		New regional cemetery	MIG	All		137 480	4 819 042	6 194 783	
		Ceres upgrade Of Leyell Str Sport Facilities	MIG	3	869 565				
		Sportfield equipment	CRR	All	30 000		30 000		
		Montana security fence	CRR	2,7	540 000				
		Sportsground development	CRR	All				400 000	400 000
		Resurface netball courts	CRR	All				300 000	200 000
3.1b Environmental management	Parks	Chainsaws	CRR	All					90 000
	Parks	Brushcutters	CRR	All					120 000
	Parks	Irrigation equipment for parks	CRR	All				500 000	
	Parks	Truck 1.3 ton	CRR	All					350 000
	Parks	Containers x 2	CRR	All				50 000	
	Parks	Parks equipment	CRR	All	40 000		40 000		
	Parks	Landscaping of parks	CRR	All					300 000

KEY PERFORMANCE AREA:

4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.2 Create an enabling environment to support local economy

Programme	Department	Project	Funding Source	Ward	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023	Budget 2023-2024	Budget 2024-2025
4.2a Local economic development	Roads	Upgrade Van Breda Bridge	Prov Grant	3,5	4 130 000	34 130 000	2 130 000		
	Roads	Upgrade Van Breda Bridge (contribution)	CRR	3,5	897 826	7 419 565	463 043		
	Roads	Rehabilitation - Streets Tulbagh	CRR	11				2 500 000	3 500 000
4.2b Utilizing municipal/public property to support growth	Resorts	Chalet Furniture	CRR	3					450 000

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Acting Chief Financial Officer

VAN / FROM: Manager: Supply Chain

DATUM / DATE: 3 April 2020

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

SUPPLY CHAIN MANAGEMENT: PARAGRAPH 7 (4) QUARTERLY REPORT ENDING 31 MARCH 2020: 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 30 May 2019, 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.

27 JUL 2020

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Director Finance

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 2019-2020 financial year for capital spending. The revised Capital budget for 2019-2020 is R 81 289 560. The capital spending for the third quarter amounted to R 23 379 354 which equals 28.76%. This is below the target of 60% for the third 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 final date of implementation was postponed until further notice due to the system being upgraded to be 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
Jan 2020	3	2	3
Feb 2020	4	6	5
Mar 2020	5	4	4

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 6 290 212 (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
Jan 2020	1	R 498 755
Feb 2020	3	R 5 791 457
Mar 2020	0	R 0
Total	4	R 6 290 212

The following competitive bid(s) was awarded by the Accounting Officer during the quarter under review:

Month	Number of awards	Combined value of awards
Jan 2020	0	-
Feb 2020	1	Based on rates
Mar 2020	0	-
Total	1	Based on rates

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 highest bids awarded during the quarter under review according to its contract value:

Department	Bid number	Bid description	Contract value
Community Services	08/2/17/40	Ceres Sportsfields concrete stands (Re- Advertisement)	R 5 340 000
Corporate Services	08/2/17/33	Service provider for carpentry training	R 498 755
Community Services	08/2/17/50	Supply and delivery of (two) 2 steel containers converted into complete toilets for Bella Vista sports field	R 451 457

II. Formal written price quotations

Formal written price quotations (between R 30 000 and R 200 000) to the value of **R 1 210 725.99** (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
Jan 2020	7	R 756 714
Feb 2020	3	R 454 011
Mar 2020	0	R 0
Total	10	R 1 210 725

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 5 791 457	R 574 198	R 6 365 656	84.86
Level 2	R 498 755	R 199 851	R 698 606	9.31
Level 3	R 0	R 0	R 0	0.00
Level 4	R 0	R 382 488	R 382 488	5.10
Level 5	R 0	R 0	R 0	0.00
Level 6	R 0	R 0	R 0	0.00
Level 7	R 0	R 0	R 0	0.00
Level 8	R 0	R 0	R 0	0.00
Non-compliant contributors	R 0	R 54 187	R 54 187	0.72
Total	R 6 290 212	R 1 210 725	R 7 500 938	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 received from aggrieved bidders on awards made were dealt with in terms of section 62 of the Municipal Systems Act (Act 32 of 2000) for the quarter under review:

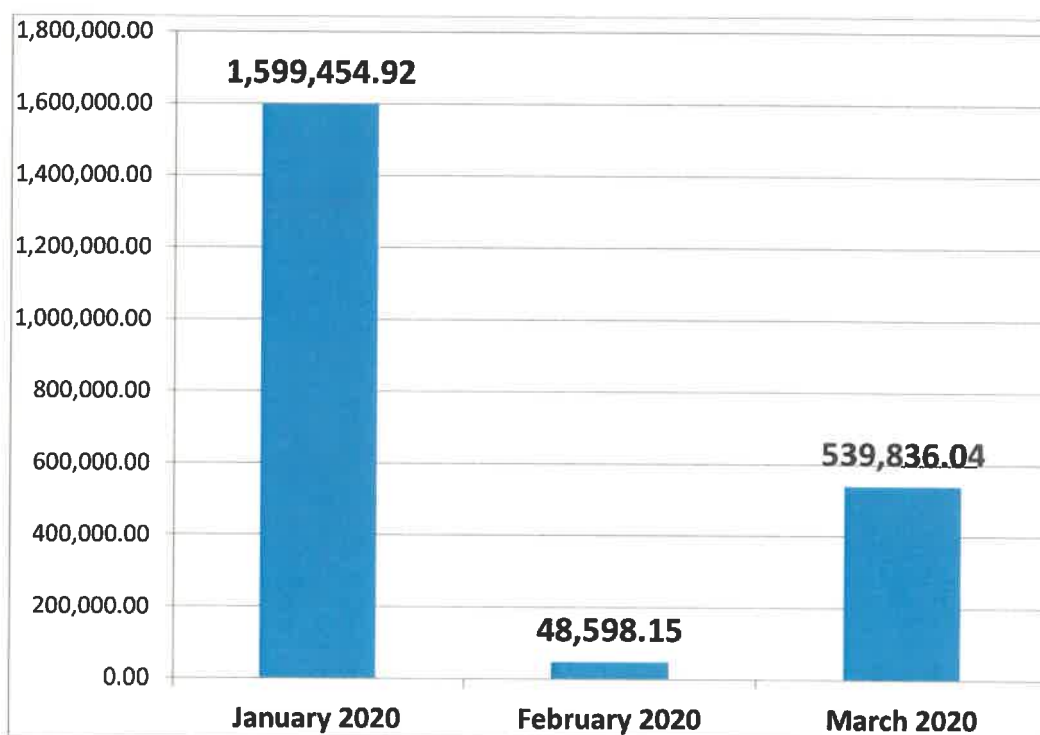
Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		
08/2/16/72	Supply and Installation of Rigid mesh Security fencing at Municipal depots, Ceres	19 Aug 2019	Jonty Engineering and Trading SA CC t/a JETCO SA	Reason for non-compliance	Appeal was dismissed by the Accounting Officer	Accounting Officer

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 2 187 889, compared to the previous quarter's figure of R 2 208 260. This represents a decrease 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 31 March 2020 the value of stock at hand was R 11 065 469. The stock turnover rate was 1.23 times, which is below the norm of 1.50 times. The quarterly stock count for the quarter three did not take place due to the Covid-19 pandemic and subsequent nationwide lock down implemented 27 March 2020.

(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 bid process for the appointment of auctioneer was completed in November. Site visits were done to all municipal depots to identify possible redundant assets and communicated to the relevant managers. Managers were requested to forward all items to be disposed to the SCM section for the compilation of the report to be submitted to council.

(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.

No training/ workshops were attended by SCM staff during the quarter under review.

Presenter	Topic	Officials of attended	Date from	Date to
CWDM	Review of SCM Policy and updates	SCM Manager	19/02/2020	19/02/2020

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 April 2020;
- (b) That the Accounting Officer submits the report to the Executive Mayor by 10 April 2020;
- (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:


.....
AJ RAUBENHEIMER
ACTING CHIEF FINANCIAL OFFICER

DATE: 24/7/2020


.....
D NASSON
ACCOUNTING OFFICER

DATE: 24/07/2020


.....
CLLR B KLAASEN
EXECUTIVE MAYOR

DATE: 2020/07/24

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Acting Chief Financial Officer

VAN / FROM: Manager: Supply Chain

DATUM / DATE: 3 July 2020

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

SUPPLY CHAIN MANAGEMENT: PARAGRAPH 7 (4) QUARTERLY REPORT ENDING 30 JUNE 2020: 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 30 May 2019, 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.

22 JUL 2020

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Director Finance

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 2019-2020 financial year for capital spending. The revised Capital budget for 2019-2020 is R 76 593 684. The capital spending for the fourth quarter amounted to R 35 106 605 which equals 45.83%. This is below the target of 95% for the fourth quarter. This can be contributed to the COVID-19 pandemic which delayed various projects and bid processes.

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 final date of implementation was postponed until further notice due to the system being upgraded to be 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 2020	0	0	0
May 2020	0	0	1
Jun 2020	1	5	4

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 15 574 619 (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 2020	0	R 0
May 2020	0	R 0
Jun 2020	9	R 15 574 619
Total	9	R 15 574 619

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 2020	0	-
May 2020	0	-
Jun 2020	0	-
Total	0	-

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
Financial Services	08/2/17/86	Shortterm Insurance (1 year contract)	R 4 016 797
Corporate Services	08/2/17/52	Rebuilding of the John Steyn library in Ceres	R 3 053 369
Technical Services	08/2/17/70	Construction of a public refuse drop-off facility, Wolseley	R 2 145 860
Technical Services	08/2/17/25	Supply and Servicing of Portable Chemical Toilets and Emptying of Septic Tanks in the Witzenberg Area	R 1 761 503
Corporate Services	08/2/17/42	Leasing of office space to Witzenberg Municipality in Ceres (Re-advertisement)	R 1 614 600

II. Formal written price quotations

Formal written price quotations (between R 30 000 and R 200 000) to the value of **R 520 914** (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 2020	0	R 0
May 2020	0	R 0
Jun 2020	5	R 520 914
Total	5	R 520 914

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 5 680 718	R 287 346.53	R 5 968 065	37.08
Level 2	R 6 960 734	R 0	R 6 960 734	43.25
Level 3	R 0	R 0	R 0	0.00
Level 4	R 2 130 102	R 0	R 2 130 102	13.23
Level 5	R 0	R 0	R 0	0.00
Level 6	R 0	R 0	R 0	0.00
Level 7	R 0	R 0	R 0	0.00
Level 8	R 0	R 0	R 0	0.00
Non-compliant contributors	R 803 064	R 233 568	R 1 036 632	6.44
Total	R 15 574 619	R 520 914	R 16 095 534	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 received from aggrieved bidders on awards were dealt with in terms of section 62 of the Municipal Systems Act (Act 32 of 2000) for the quarter under review:

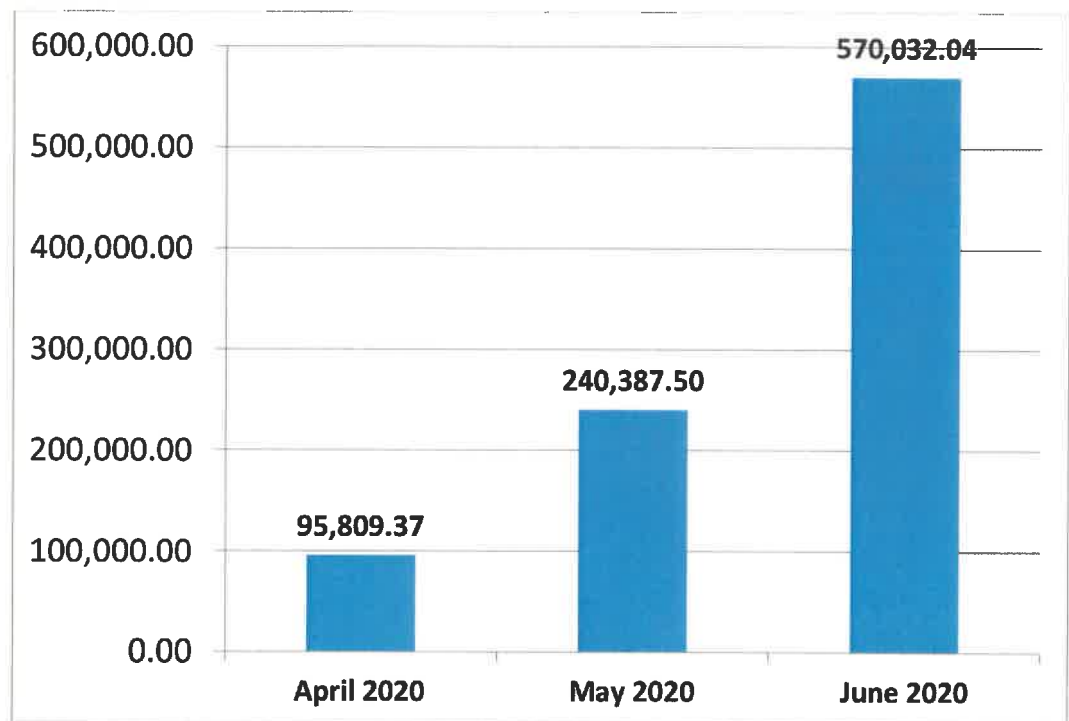
Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		
08/2/17/40	Ceres Sportsfields concrete stands (re-advertisement)	03 Mar 2020	Gem Con (Pty) Ltd	Reason for non-compliance	Appeal was dismissed by the Accounting Officer	Accounting Officer

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 906 22, compared to the previous quarter's figure of R 2 187 889. This represents a decrease 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 2020 the value of stock at hand was R 10 169 809. The stock turnover rate was 1.24 times, which is below the norm of 1.50 times. The quarterly stock count of 29 June 2020 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 bid process for the appointment of auctioneer was completed in November. Site visits were done to all municipal depots to identify possible redundant assets and communicated to the relevant managers. Managers were requested to forward all items to be disposed to the SCM section for the compilation of the report to be submitted to council.

(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.

No training/ workshops were attended by SCM staff during the quarter under review.

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 2020;
- (b) That the Accounting Officer submits the report to the Executive Mayor by 10 July 2020;
- (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:


.....
AJ RAUBENHEIMER
ACTING CHIEF FINANCIAL OFFICER

DATE: 24/7/2020


.....
D NASSON
ACCOUNTING OFFICER

DATE: 24/7/2020


.....
CLLR B KLAASEN
EXECUTIVE MAYOR

DATE: 2020/07/24



2021 – 2022 – 4TH REVIEW IDP AND BUDGET PROCESS PLAN

Trim ref: 02/02/2/

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IDP & BUDGET PROCESS PLAN

SECTION ONE: INTRODUCTION & BACKGROUND

1.1. INTRODUCTION

The Integrated Development Plan (IDP), as the key tool for the Municipality to tackle its developmental role, represents a continuous cycle of development, planning, implementation and review. Implementation started after the adoption of the 1st - Generation IDP in 2006. Currently the municipality operates in the 2nd - Generation IDP. The IDP is the strategic plan with a cycle period of five years. During its five-year life cycle the IDP is reviewed and updated annually.

The Annual Budget, in turn, provides the Medium Term Revenue & Expenditure Framework (MTREF) which sets out the financial path for the ensuing three years.

These two documents, i.e. the IDP and the Budget – along with the Performance Management System (PMS) – provide a means to assess the progress and achievements with regard to the strategic objectives of the Municipality, thus informing its financial and institutional planning.

With the input of the Provincial authority, local municipalities are continuously in the process of reviewing, improving and updating its IDP, as well as ensuring alignment with the MTREF.

This IDP and Budget Process Plan seek to address, *inter alia*, the:

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

1.2. LEGISLATIVE FRAMEWORK

1.2.1. PROCESS PLAN

In order to ensure minimum quality standards of the IDP and Budget process – and a proper coordination between and within spheres of government – the preparation of the IDP and Budget Process Plan has been regulated by both the Municipal Systems Act and the MFMA.

In terms of Section 28 of the MSA, Council must adopt an IDP and Budget Process Plan. And Section 29 of the MSA specifies that such a Process Plan must include:

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

In terms of Section 21 of the MFMA, the Executive Mayor must co-ordinate the process for the adoption of the annual Budget and the review of the IDP and related policies so that he/she can ensure mutual consistency and credibility.

The second part of the afore-mentioned Section of the MFMA stipulates that a Process Plan with timeframes must be tabled to Council for consideration at least 10 months prior to implementation of the annual Budget.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and Budget.

The table below highlights the six steps, with a succinct description of each step:

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

6	Finalizing	Publish the IDP, Budget and approve the SDBIP and performance targets
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Local municipalities are required by the Municipal System Act (Act 32 of 2000) to consult and report back to communities on their planned activities as well as their performances so that communities can be afforded an opportunity to voice their opinions on the day-to-day functioning of the Municipality.

Development of an IDP Framework Plan

In terms of Section 27 of the MSA, the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its jurisdiction area. In doing so, proper consultation, coordination and alignment of the IDP review process of the district municipality and various local municipalities can be maintained.

1.2.2. OTHER LEGISLATIVE IMPERATIVES

In an effort to comply with the current legislative framework, the host of binding legislation to be taken into consideration in the formulation of the IDP & Budget Process Plan is listed hereinunder:

- ☞ The Constitution of the Republic of South Africa, (Act 108 of 1996)
- ☞ Local Government: Municipal Demarcation Act, (Act 27 of 1998)
- ☞ Local Government: Municipal Structures Act, (Act 117 of 1998)
- ☞ Public Finance Management Act (Act 2 of 1999)
- ☞ Promotion of Access to Information Act (Act 2 of 2000).
- ☞ Local Government: Municipal Systems Act, (Act 32 of 2000)
- ☞ Local Government: Municipal Finance Management Act, (Act 56 of 2003)
- ☞ Local Government: Property Rates Act, (Act 6 of 2004)
- ☞ Inter-governmental Relations Framework Act, (Act 13 of 2005)
- ☞ Division of Revenue Act (Act 1 of 2007)
- ☞ Development Facilitation Act, (Act 67 of 1995)
- ☞ Communal Land Rights Act, (Act 11 of 2004)
- ☞ National Land Transport Transitional Act, 1999
- ☞ Housing Act, (Act 107 of 1997)
- ☞ Water Services Act, (Act 108 of 1997)
- ☞ National Water Act, (Act 36 of 1998)
- ☞ National Water Amendment Act, (Act 45 of 1999)
- ☞ Environmental Conservation Act, (Act 73 of 1989)
- ☞ National Environmental Management Act, (Act 107 of 1998)
- ☞ National Environmental Management: Air Quality Act, (Act 39 of 2004)
- ☞ National Environmental Management: Protected Areas Act, (Act 57 of 2003)

- National Environmental Management Biodiversity Act, (Act 10 of 2004)
- National Forest Act (1998)

Provincial Policies

- Western Cape Growth and Development Strategy
- Western Cape Spatial Development Framework

National Policies

- Reconstruction and Development Program (RDP), 1994
- Growth, Employment And Redistribution (GEAR); 1996
- Urban Development Framework, 1997
- Rural Development Framework, 1996
- Accelerated and Shared Growth Initiatives for South Africa (ASGISA)

Abbreviations :	
IDP	- Integrated Development Plan
MFMA	- Municipal Finance Management Act, no 56 of 2003
MSA	- Local Government Municipal Systems Act, no 32 of 2000
MTBPS	- National Treasury, Medium Term Budget and Policy Statement
NT	- National Treasury
PT	- Provincial Treasury
SDBIP	- Service Delivery Budget Implementation Plan

SECTION TWO: ORGANIZATIONAL ARRANGEMENTS

2.1 IDP / BUDGET STEERING COMMITTEE

As part of the IDP & Budget preparation process, the Mayor must establish an IDP & Budget Steering Committee. This committee must at least consist of the persons mentioned in Section 4 of the Budget and Reporting Regulations.

Section 4 of the Local Government: Budget and Reporting Regulations states the following:

Budget Steering Committee

4. (1) *The mayor of a municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 of the Act.*
- (2) *The Steering Committee must consist of at least the following persons:*
 - (a) *the councillor responsible for financial matters;*
 - (b) *the municipal manager;*
 - (c) *the chief financial officer;*
 - (d) *the senior managers responsible for at least the three largest votes in the municipality;*
 - (e) *the manager responsible for Budgeting;*
 - (f) *the manager responsible for planning; and*
 - (g) *any technical experts on infrastructure.*

This IDP / Budget Steering Committee will act as a support structure to the Executive Mayor in providing a platform for him/her to provide political guidance and to monitor progress made in the IDP and Budget process. This Steering Committee must be reconstituted each year.

2.1.1. Composition

In order to comply with the legislative requirements, the Mayoral Committee has constituted the Witzenberg IDP/Budget Steering Committee structure as follows (inclusive political representation):

Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	

2.1.2. Terms of Reference for the IDP / Budget Steering Committee

The Terms of Reference for the IDP / Budget Steering Committee are as follows:

- To provide terms of reference for the various planning activities
- To commission research studies
- Considers and comments on:
 - ☞ Inputs from sub-committee/s, study teams and consultants
 - ☞ Inputs from provincial sector departments and support providers
- To process, summarize and document the outputs
- Makes content recommendations, and
- Prepares, facilitates and minutes all meetings

2.2 IDP REPRESENTATIVE FORUM

2.2.1 Composition of IDP Representative Forum

The IDP Representative Forum (RF) is constituted as part of the preparation phase of the IDP, and will continue its functions throughout the annual IDP Review process. The composition of the IDP Representative Forum is as follows:

- MAYCO members
- Councillors
- Ward Committees
- Community Development Workers
- Municipal Manager and Senior Managers
- Stakeholder representatives of organised groups

The ward structure for Witzenberg is shown in the table below:

Ward	Status	Towns or Areas
1	Functional	N'duli
2	Functional	Wolseley farms (toward Botha and Breë Valley)
3	Functional	Ceres West
4	Functional	PA Hamlet (including Kliprug, and a portion of Bella Vista)
5	Functional	Ceres East
6	Functional	Bella Vista (including some farms in Warm Bokkeveld)
7	Functional	Wolseley (including Montana, Pine Valley, and section of Chris Hani)
8	Functional	Koue Bokkeveld farms (up until Op-Die-Berg)
9	Functional	Op-Die-Berg (including farms from Op-Die-Berg toward Citrusdal)
10	Functional	Agter Witzenberg rural (including Phase 3 & Phase 4 in PA Hamlet)
11	Functional	Tulbagh (including Chris Hani, Witzenville and surrounding farms)
12	Functional	Warm Bokkeveld rural

2.2.2 Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- Represents the interest of the municipality's constituency in the IDP process;
- Provides an organisational mechanism for discussion, negotiation and decision-making between all the stakeholders in municipal government;
- Ensures communication between all the stakeholder representatives in municipal government;
- Monitors the performance of the planning and implementation process;
- Forms a structured link between the Municipality and representatives of the public;
- Participates in decision-making within the Representative Forums;
- Analyzes and discusses issues being developed;
- Ensures that priority issues of their constituents are considered;
- Ensures that annual business plans and SDBIP are developed, based on the IDP priorities and municipal Key Performance Indicators;
- Participates in the designing of IDP project proposals; and
- Discusses and comments on the final IDP product.

Witzenberg has not as yet formally constituted an IDP Representative Forum. Council has resolved that until such time as an IDP Representative Forum is created, the current Ward Committee structures should perform the role and function assigned to the Rep Forum. This Process Plan takes cognizance thereof, and all engagements indicated in this plan as devolving upon the IDP Representative Forum will be channeled to, and administered by, the Ward Committee structures.

SECTION THREE: ROLE-PLAYERS

3.1 ROLE-PLAYERS

The following role-players have been identified:

3.1.1. External Role-players

The external role-players identified are:

- Provincial Government Departments, specifically through the LGMTEC engagements and IGR structures;
- National government, specifically DPLG and National Treasury via guidelines issued;
- Representative Forums / Civil Society; and
- The Cape Winelands District Municipality.

3.1.2. Internal Role-players

The main internal role-players, apart from all officials in the Municipalities, are identified as:

- Council
- IDP / Budget Steering Committee; and
- Manager responsible for IDP.

3.1.3 ROLES AND RESPONSIBILITIES

The responsibility of the other spheres of government is to:

- Ensure vertical alignment of the IDP and Budget with Provincial and National sector plans.
- Monitor development and review of IDP and Budget process.
- Ensure responsiveness of the IDP and Budget.
- Contribute relevant information of Provincial Sector Departments, and to
- Contribute sector expertise and technical know-how.

The responsibility of the IDP Representative Forum is to:

- Ensure that community needs and priorities are communicated
- Ensure responsiveness of the IDP and Budget
- Ensure communication lines with represented organizations, and to
- Ensure information flow.

The responsibilities of Council are to:

- Decide on and adopt the IDP & Budget Process Plan; and to
- Decide on and adopt the IDP and Budget documents.

The responsibilities of the IDP / Budget Steering Committee are to:

- Identify additional role-players to serve on the IDP Representative Forum;
- Ensure that all relevant role-players are involved;
- Ensure that the review process is undertaken in accordance with agreed timeframes;
- Ensure that the process is focused on priority issues;
- Ensure that it is strategic and implementation-orientated; and to
- Ensure that sector requirements are adhered to.

The responsibilities of the IDP Manager, with regard to this process, are to:

- Ensure that the Process Plan is finalised and presented to the IDP / Budget Steering Committee;
- Adjust the IDP according to the proposals of the MEC;
- Ensure the continuous participation of role-players;
- Monitor and record the participation of role-players;
- Ensure that appropriate procedures are followed;
- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Co-ordinate inputs received such as comments and enquiries;
- Ensure responses to comments and enquiries;
- Ensure alignment of the IDP with the District Municipality's framework;
- Co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and to
- Ensure the timeous submission of IDP documents to the relevant authorities.

SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION

4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

The four major functions in the public participation process are:

- ◆ Needs orientation;
- ◆ Appropriateness of solutions;
- ◆ Community ownership; and
- ◆ Empowerment.

Similar to the preparation of the IDP, the public participation process in the annual drafting of the IDP review and Budget must be institutionalized. This is done in order to ensure that all residents and stakeholders have a fair and equal right to participate in matters of governance.

4.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will apply:

4.2.1 IDP Representative Forum (RF)

This forum represents all stakeholders and is as inclusive as possible. Efforts will be made to bring additional organizations into the RF and ensure their continued participation throughout the process.

Until such time though that Witzenberg has established an IDP Representative Forum, the Ward Committee structure will be utilized to fulfill the RF's role.

4.2.2 Media

A vigorous communication and information-sharing or dissemination campaign aimed at reaching out to all the communities will be undertaken in terms of the annual IDP and Budget process.

The following means of communication will be utilized:

- Municipal Website & Intranet;
- Notices at all Municipal Offices,
- Municipal Accounts;
- Loud-hailing the day before local Imbizo's (Meetings); and
- Advertisements in local news papers.

4.2.3 Information sheets

Information sheets will be prepared in English, Afrikaans and Xhosa, and will be distributed via the Ward Committee structure and/or Representative Forum. Information sheets will also be displayed on the Municipal Notice Boards, Municipal Website, in local media, and included in monthly municipal accounts.

4.2.4 Sector engagements

Dates, time and venues will be communicated in writing to each stakeholder at least seven days prior to the meetings. It is the responsibility of stakeholders to notify the Municipality of any changes in representatives, or contact details.

4.2.5 Local Imbizo's (Meetings)

All venues will be selected in a manner that ensures and enhances easy access for all community members to attend. Meetings should be either ward-based or per town / neighborhood, considering the size and distance.

Times chosen for the meetings should ensure maximum attendance by all the households. Venues will be prepared half an hour before starting time to allow community members to be properly seated before commencement of the session.

The communication medium will be the predominant language of the community, with arrangements for translation / interpretation, as the need may be.

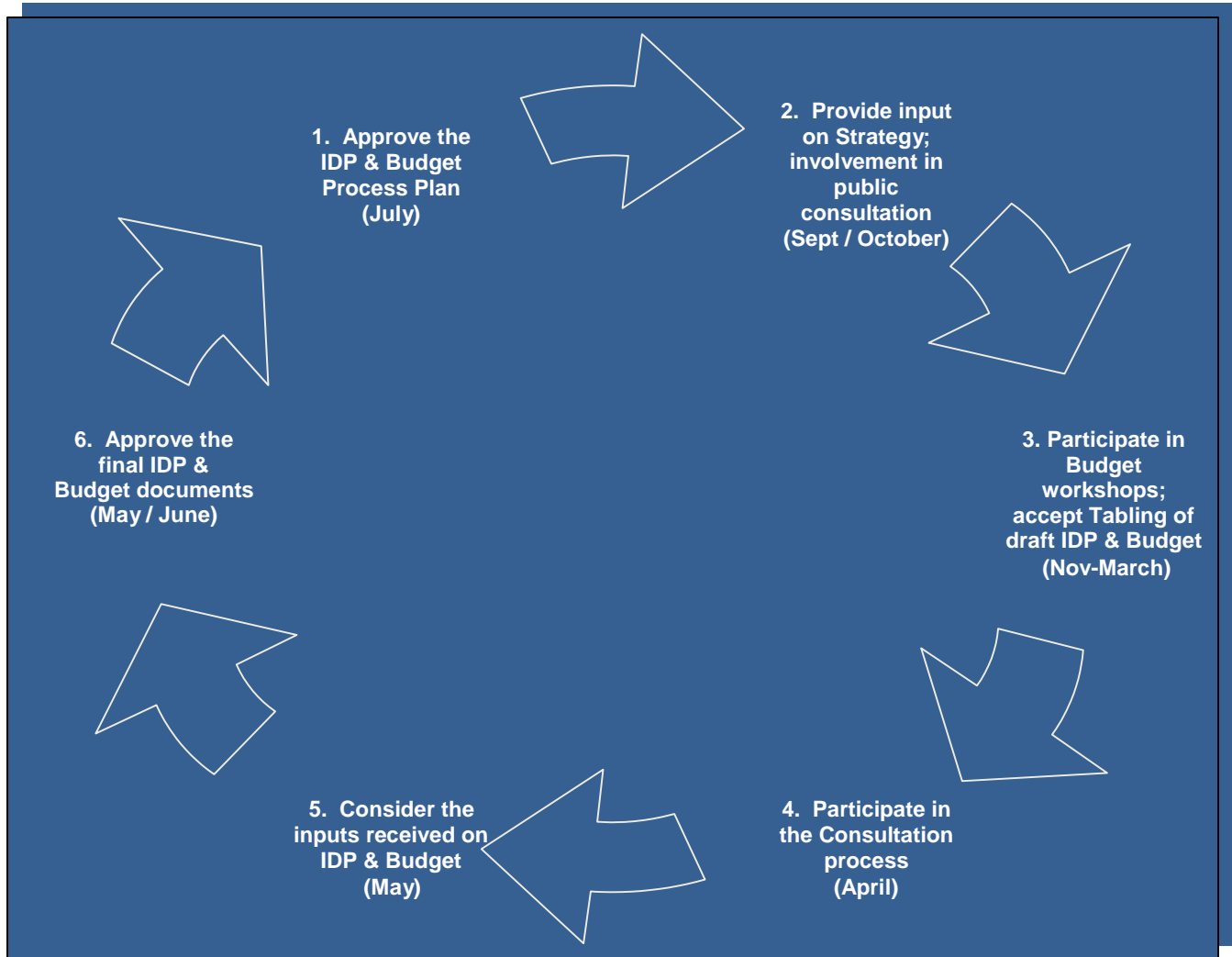
4.3 PROCEDURES / PROCESSES FOR PARTICIPATION

4.3.1 IDP Representative Forum

The IDP Representative Forum (when formally constituted and functional) will meet as indicated in the Process Plan.

4.3.2 Council Approval

The involvement of Council in the IDP and Budget compilation process is best illustrated in the process flow diagram below:



4.3.3 Newspapers

An outcome report will be submitted to the local newspaper on the completion of the adopted IDP and Budget documents, as well as an information spreadsheet on the key elements of the Final IDP and Budget.

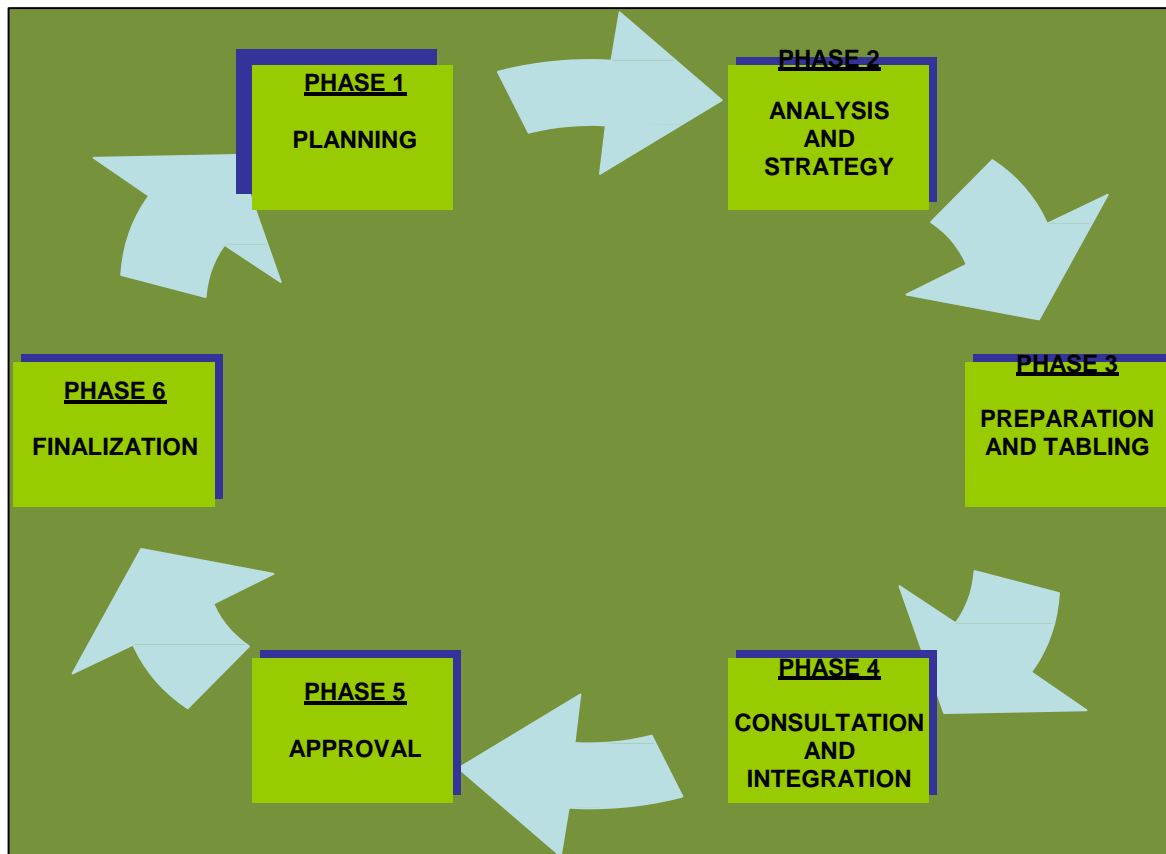
4.3.4 Information Sheets

At the completion of each phase an information sheet will be prepared in the three dominant languages, namely English, Afrikaans and Xhosa, providing an executive summary of the outcomes of the particular phase.

SECTION FIVE: ACTION PROGRAM

5.1 PHASES OF THE IDP AND BUDGET PROCESS

The IDP and Budget process speaks to Planning, Preparation, Implementation and Monitoring of the IDP, Budget, and the Performance Management System. The six distinct phases in the IDP and Budget process are indicated in the diagram below:



PHASE 1 - PLANNING

During this phase the Process Plan is divided into activities, and for each activity a timeframe is allocated as well as a linkage to the responsible person for each activity.

The Process Plan is compiled via a process of consultation with all the role-players.

PHASE 2 – ANALYSIS AND STRATEGY

Phase 2 comprises two stages, namely the Analysis and the Strategy formulation stages. For successful forward planning it is imperative to understand precisely what the current situation is as well as the historical trends. Therefore, both external and internal influences must be taken into account. And since all strategies and interventions are to be ward-based, all analyses, as far as possible, should speak to wards.

A proper analysis includes consultation with the whole spectrum of stakeholders, including the general public, as well as a thorough institutional assessment. It is important that all the stakeholders must have a common understanding of the gaps as well as the available resources – i.e. human, financial, property, plant and equipment.

Once the current resources and needs assessment has been completed, then only the formulation of a credible strategy to cover those gaps is possible.

PHASE 3 – PREPARATION AND TABLING

There are four distinct processes dealt with almost simultaneously in this phase, namely

- Preparation of draft Capital program (Next 3 years)
- Preparation of draft Operational Budget (Next 3 years)
- Preparation of draft Adjustment Budget, if necessary, and the
- Updating of the IDP.

And then the tabling of the following drafts is to be made, namely:

- Annual Report;
- Adjustment Budget;
- IDP; and
- Annual Budget.

PHASE 4 – CONSULTATION AND INTEGRATION

Consultation is done with three different types of stakeholders, namely: Government through LGMTEC's; structured civil society through IDP Representative Forum and/or Ward Committee structures, and with the community through Imbizo's/meetings in the different wards, neighborhoods or towns. All inputs, comments and objections received throughout this phase are considered, and recommendations are prepared. Thereafter the IDP and Budget is tabled to Council for consideration.

PHASE 5 – APPROVAL

Once the IDP and Budget documents are tabled, Council considers it for approval. Approval must take place before the start of the new financial year.

PHASE 6 – FINALIZATION

Once the IDP and Budget have been approved, the final documents are published. The Service Delivery and Budget Implementation Plan (SDBIP) is then developed. The performance agreements are also drafted, based on the approved documents.

5.2 TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN

The detailed activities in each phase are disclosed in the following matrix:

5.2.1 PHASE 1 - PLANNING	Start 01/07/2020	Finish 30/08/2020	Responsibility
Activities			
Compile the IDP & Budget draft Process Plan with time schedule	01/07/2020	15/07/2020	Manager: IDP
Senior Management to discuss the Draft Process Plan	15/07/2020	20/07/2020	Municipal Manager
MAYCO meeting to consider the Process Plan	21/07/2020	24/08/2020	Municipal Manager
Draft Process Plan to be tabled to Council	27/07/2020	31/07/2020	Executive Mayor
NATIONAL WOMEN'S DAY	09/08/2020		
Process Plan to be tabled to Council for adoption (At least 10 months before the Budget year)	17/08/2020	31/08/2020	Executive Mayor
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	01/08/2020	30/08/2020	Manager IDP
Preparation of reports: <ul style="list-style-type: none"> ➔ 4th Quarter SDBIP report ➔ June Section 71 Report / Grant Report 			Man: Performance CFO CFO
Compilation of: <ul style="list-style-type: none"> ➔ Roll over Adjustment Budget (Capital only) ➔ Annual Financial Statements ➔ Draft Annual Report information 			Manager: Budget Manager: Budget CFO
Provincial Integrated Development Plan Managers Forum	01/09/2020	30/09/2020	Department of Local Government

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 01/09/2020	Finish 30/11/2020	Responsibility
Activities			
Stage 1(a): ANALYSIS	01/09/2020	01/10/2020	
Performance Analysis			
Assess the municipal performance (Strengths & Weaknesses)	01/09/2020	21/09/2020	Manager: Performance
Review the Performance Management System	01/09/2020	21/09/2020	Manager: Performance
Review the annual performance against SDBIP's	01/09/2020	21/09/2020	Manager: Performance
Financial Analysis	01/09/2020	21/09/2020	
Assess the municipal financial position and capacity (based on Financial Statements of previous Budget year)	01/09/2020	21/09/2020	CFO
Review Budget-related policies and set policy priorities for next 3 years	01/09/2020	21/09/2020	CFO
Determine the funding/revenue potentially available for next 3 years	01/09/2020	21/09/2020	Manager: Income
Determine the likely financial outlook and identify changes to fiscal strategies	01/09/2020	21/09/2020	Manager: Budget
Refine funding policies; review tariff structures	01/09/2020	21/09/2020	CFO
Situational Analysis	01/09/2020	21/09/2020	
Review current realities and examine changing conditions and information within each directorate: <ul style="list-style-type: none"> ➤ Spatial ➤ Legislative ➤ Institutional 	01/09/2020	21/09/2020	SNR MANAGEMENT
Analyze the Strategic Calendar and Joint Planning Initiatives(JPI's) to determine interventions	01/09/2020	21/09/2020	Manager: IDP
Review Organogram to assess institutional capacity	01/09/2020	21/09/2020	Manager: HR
Closing of Analysis	01/09/2020	21/09/2020	
Management strategic workshop on analysis (All responsible persons to prepare 45 min presentations)	01/09/2020	21/09/2020	Manager: IDP
Strategic session with Mayco & Council on finalization of Analysis Phase	21/09/2020	02/10/2020	Snr Management

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 01/09/2020	Finish 13/11/2020	Responsibility
Activities			
Stage 1(b): CONSULTATION	01/10/2020	13/11/2020	
Publish Public Consultation timetable	01/09/2020	30/10/2020	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum (RF)	01/09/2020	30/10/2020	Manager: IDP
Media- & Awareness Campaign to encourage public and sector participation in the IDP/Budget process	01/09/2020	30/10/2020	Public Part. Officer Manager: IDP
HERITAGE DAY	24/09/2020		
Finalize consultation presentations (Presentation based on outcome of analysis & linked to ward-based planning priorities)	23/09/2020	27/09/2020	Snr Management
Community Imbizo's / Jamboree Meetings:			
Prince Alfred's Hamlet	01/10/2020	13/11/2020	Exec. Mayor
N'duli	01/10/2020	13/11/2020	Exec. Mayor
Wolseley	01/10/2020	13/11/2020	Exec. Mayor
Bella Vista	01/10/2020	13/11/2020	Exec. Mayor
Ceres	01/10/2020	13/11/2020	Exec. Mayor
Op Die Berg	01/10/2020	13/11/2020	Exec. Mayor
Tulbagh	01/10/2020	13/11/2020	Exec. Mayor
Forum & sector meetings: Business & Agriculture	01/10/2020	13/11/2020	Exec. Mayor
Meetings with Ward Committees	01/10/2020	13/11/2020	Exec. Mayor
IGR engagement to obtain sector Budget commitments	01/10/2020	13/11/2020	Manager: IDP
INTER-GOVERNMENTAL ALIGNMENT: Presentation to District and Provincial Sector Departments		To be announced	Municipal Manager
Stage 2: STRATEGY	01/10/2020	30/11/2020	
Revise and update the Financial Plan	01/10/2020	30/11/2020	CFO
2-day Workshop: MAYCO & Management to incorporate the outcomes of the Analysis Phase and to determine any new developmental objectives	13/11/2020	04/12/2020	Municipal Manager
Workshop with Council to review the Vision, Mission, Strategic Objectives, and to refine the SDF	13/11/2020	04/12/2020	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	16/11/2020	30/11/2020	CFO CFO Man: Performance Dir. Community Development/ Manager: IDP
Provincial Integrated Development Plan Managers Forum	02/12/2020	13/12/2020	Department of Local Government

5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 30/11/2020	Finish 28/02/2021	Responsibility
Activities			
Stage 1: CAPITAL PROJECTS AND PROGRAMS	04/11/2020	30/11/2020	
Departments provide details of all newly identified projects.		25/11/2020	All Managers
Development of Ward/Area-based Project Plans	01/11/2020	15/11/2020	Manager: IDP; Manager: Budget
Dept Finance provide working papers for capital project prioritization	01/11/2020	15/11/2020	Manager: Budget
Management workshop to prioritize Capital Programs and Projects for next 3 years	13/11/2020	04/12/2020	Snr Management
Workshop with Council to finalize draft capital program	13/11/2020	04/12/2020	Municipal Manager
Stage 2(a): ADJUSTMENT BUDGET	01/12/2020	28/02/2021	
Dept Finance provide working papers for adjustment Budget	01/12/2020	13/12/2020	Manager: Budget
Departments provide responses to Adjustment Budget	14/12/2020	11/01/2021	All Managers
Dept Finance to consolidate all information received	11/01/2021	15/01/2021	Manager: Budget
Workshop with MAYCO to finalize draft Adjustment Budget	18/01/2021	22/01/2021	CFO
Tabling of Adjustment Budget	25/01/2021	29/01/2021	Exec. Mayor
Stage 2(b): OPERATIONAL BUDGET	01/12/2020	28/02/2021	
Dept Finance provide working papers for Operational Budget	01/12/2020	13/12/2020	Manager: Budget
Departments provide inputs on Operational Budget	14/12/2020	11/01/2021	All Managers
Dept Finance to consolidate all information received	11/01/2021	15/01/2021	Manager: Budget
1 st Workshop with MAYCO to finalize Operational Budget & Capital program	08/02/2021	12/02/2021	CFO
2 nd Workshop with MAYCO to finalize Operational Budget & Capital program, if needed	15/02/2021	19/02/2021	CFO

5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 30/11/2020	Finish 31/03/2021	Responsibility
Activities			
Stage 3: UPDATING OF IDP	04/01/2021	28/02/2021	
Update of IDP with most recent information	04/01/2021	29/01/2021	Manager: IDP
IDP Office to provide draft IDP document for scrutiny by departments	01/02/2021	12/02/2021	Manager: IDP
Departments provide inputs on draft IDP	15/02/2021	26/02/2021	All Managers
IDP Office to consolidate all information received and to compile the draft IDP	01/03/2021	05/03/2021	Manager: IDP
Workshop with Mayco on draft IDP, Operational Budget & Capital program	08/03/2021	16/03/2021	Exec. Mayor
Workshop with Council on IDP, Operational Budget & Capital program	16/03/2021	23/03/2021	Exec. Mayor
Tabling of Draft IDP & Budget	23/03/2021	31/03/2021	Exec. Mayor
Other activities during this phase			
Review Auditor- General's report			CFO
Witzenberg Municipality Inter-Governmental Relations Forum	15/03/2021	31/03/2021	Manager: IDP
Preparation/submission of reports: <ul style="list-style-type: none"> ➤ October Section 71 Report / Grant Report ➤ November Section 71 Report / Grant Report ➤ Compilation of draft Annual Report ➤ December Section 71 Report / Grant Report ➤ 2nd Quarter SDBIP Report ➤ Half year performance assessment ➤ MinMay Tech/JPI's and MGRO 			CFO CFO Mun. Manager CFO Man: Performance CFO Mun. Manager Mun. Manager CFO CFO Dept Local Government
Provincial Integrated Development Plan Managers Forum	02/03/2021	31/03/2021	Department of Local Government

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2021	Finish 15/05/2021	Responsibility
Activities			
INTER-GOVERNMENTAL ENGAGEMENTS			
Submit and Publish the IDP, PMS, annual Budget and other required documents to relevant departments for comments and submissions	01/04/2021	10/04/2021	Manager: IDP
Council calls for inputs from sectors and community with closing date of 30 April 2020	01/04/2021	30/04/2021	Manager: IDP
LGMTEC engagement		To be announced	Prov. Government
Update information obtained during LGMTEC's	01/04/2021	30/04/2021	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	01/04/2021	30/04/2021	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum	01/04/2021	30/04/2021	Manager: IDP
Community Imbizo's / Meetings:			
Prince Alfred's Hamlet	01/04/2021	30/04/2021	Exec. Mayor
N'dul	01/04/2021	30/04/2021	Exec. Mayor
Wolseley	01/04/2021	30/04/2021	Exec. Mayor
Bella Vista	01/04/2021	30/04/2021	Exec. Mayor
Ceres	01/04/2021	30/04/2021	Exec. Mayor
Op Die Berg	01/04/2021	30/04/2021	Exec. Mayor
Tulbagh	01/04/2021	30/04/2021	Exec. Mayor
Forum & sector meetings: Business & Agriculture	01/04/2021	30/04/2021	Exec. Mayor
Meetings with Ward Committees	01/04/2021	30/04/2021	Exec. Mayor
IGR engagement to obtain sector Budget commitments	01/04/2021	30/04/2021	Manager: IDP

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2021	Finish 17/05/2021	Responsibility
Activities			
INTEGRATION			
Dept Finance to consolidate all information, comments and objections received on Budget	03/05/2021	10/05/2021	Manager: Budget
Screen and refine all Project Proposals	03/05/2021	10/05/2021	Manager: Projects

Refine the Spatial Development Framework	03/05/2021	10/05/2021	Snr Town Planner
Compile all Business Plans	03/05/2021	10/05/2021	All departments
Populate the SDBIP templates	03/05/2021	10/05/2021	All departments
Management considers submissions made by community, National and Provincial Treasury	03/05/2021	10/05/2021	Manager: Budget
Prepare a summary of the revised IDP	03/05/2021	10/05/2021	Manager: IDP
MAYCO meeting to consider the submissions and, if necessary, to revise the IDP and Budget	11/05/2021	18/05/2021	Municipal Manager
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	08/04/2021	18/04/2021	Dir. Community Development
Preparation of reports: <ul style="list-style-type: none"> ➔ 3rd Quarter SDBIP Report ➔ March Section 71 Report / Grant Report 			Man: Performance CFO CFO

5.2.5 PHASE 5 – APPROVAL	Start 20/05/2021	Finish 31/05/2021	Responsibility
Activities			
Council workshop on draft Reviewed IDP and Annual Budget	19/05/2021	24/05/2021	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)	25/05/2021	31/05/2021	Municipal Manager

5.2.6 PHASE 6 – FINALIZATION	Start 02/06/2021	Finish 30/06/2021	Responsibility
Activities			
Management workshop to finalize the SDBIP's	01/06/2021	11/06/2021	Manager: Budget
Publish the IDP, annual Budget, all Budget-related documents and policies on the municipal website	01/06/2021	11/06/2021	Manager: IDP
Publish the 2020/2021 tariffs for public comment	01/06/2021	11/06/2021	Manager: Budget
Submit a copy of the IDP to the MEC, DPLG and Treasury (within 10 days of adoption)	01/06/2021	11/06/2021	Manager: IDP
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	01/06/2021	11/06/2021	Manager: IDP

Publish a summary of the IDP and Budget in newspaper	01/06/2021	11/06/2021	Manager: IDP
Submit to Executive Mayor a draft SDBIP for the Budget year (within 14 days of approval of the Budget)	01/06/2021	11/06/2021	Municipal Manager
Submit to the Mayor drafts of the annual performance agreements (within 14 days of approval of Budget)	01/06/2021	11/06/2021	Municipal Manager
Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after approval of the plan)	01/06/2021	11/06/2021	Municipal Manager
Submit the approved Budget to the National Treasury and the Provincial Treasury	01/06/2021	11/06/2021	CFO
Preparation of reports: <ul style="list-style-type: none"> ➤ May Section 71 Report ➤ Grant Reports 	01/06/2021 01/06/2021	11/06/2021 11/06/2021	CFO CFO
Provincial Integrated Development Plan Managers Forum	01/06/2021	30/06/2021	Department of Local Government
The Mayor takes steps to ensure that the SDBIP is approved (within 28 days of approval of Budget)	14/06/2021	30/06/2021	Exec. Mayor
Make public the projections, targets and indicators in the SDBIP (within 14 days of approval of SDBIP)	14/06/2021	30/06/2021	CFO
Publish the performance agreements and service delivery agreements on the municipal website	21/06/2021	30/06/2021	Municipal Manager
Submit copies of the performance agreements to Council and the MEC for Local Government	21/06/2021	30/06/2021	Municipal Manager

6. CONCLUSION

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation with the Framework that governs both the District and all local municipalities.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Acting Director: Finance
DATUM / DATE: 16 Augustus 2020
VERW. / REF.: 05/01/1/17

2020/2021 ADJUSTMENT BUDGET FOR CONSIDERATION

1. PURPOSE

The purpose of this report is to:

- Document the 2020/2021 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 budgets 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 budgets 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.”*

2 Progress to date:

The Budget for 2020/2021 was approved by Council during May 2020.

3. **DISCUSSION**

Council's approval for the roll-over of the following funds are requested:

Revenue Adjustments

Department	Description	Funding	Amount
Fire Protection Services	Transfers Recognized	FIRE	-R721 739
Solid Waste (Removal)	Transfers Recognized	Belgium	-R501 456
Water Distribution	Transfers Recognized	District	-R500 000
LED	Transfers Recognized	DEDAT	-R1 445 346
Treasury Administration	Transfers Recognized	Covid-19- District	--R1 519 619
Treasury Administration	Transfers Recognized	Covid-19-District Community Safety	-R669 620
Treasury Administration	Transfers Recognized	Covid -19 – Local Govt.	-R800 000
Town Planning	Transfers Recognized	RSEP	-R454 851
Roads	Transfers Recognized	RSEP	-R3 478 000
Total Operational Revenue Budget Adjustment			-R10 090 630

Expenditure Adjustments

Department	Description	Funding	Amount
Town Planning	Infrastructure and Planning:Architectural	RSEP	R454 851
Cemeteries	Contracted Services	Property Rates: Levies	R160 000
Electricity: Administration	Contracted Services	Electricity	R2 000 000
Treasury Administration	Disaster Management	Covid19-District Community Safety	R669 620
Treasury Administration	Disaster Management	Covid 19 - Local Govt.	R800 000
Treasury Administration	Disaster Management	Covid 19 - District	R1 167 128
Treasury Administration	Disaster Management	Covid 19i - District	R250 000
Total Operational Expenditure Budget Adjustment			R5 501 599

Capital Adjustments

Department	Description	Funding	Amount
Community Facilities	3X3 M CONTAINER	CRR	R410 416
Fire Protection Services	Capex Firefighting Response Vehicle	FIRE	R721 739
Fire Protection Services	Capex Firefighting Equipment	CRR	R64 003
L E D	Capex Skoonvlei Economic Hub	CRR	R32 413
L E D	Capex Skoonvlei Economic Hub	DEDAT	R1 445 346
Electricity: Administration	Capex Electrical Network Housing Project	CRR	R434 781
Council Cost	Capex Fencing	CRR	R850 000
Solid Waste (Removal)	Capex Transfer stations & related infrastructure	Belgium	R501 456
Solid Waste	Capex New Material Recovery Facility/Drop Off	CRR	R655 587
Roads	Capex Upgrade pavement Vosstr from Retief	CRR	R945 715
Roads	Capex Pavement Upgrading	District	R500 000
Administration	CAPEX: Upgrade Council chambers	CRR	R 1430 000
Treasury Administration	CAPEX Quad Bike û Covid-19 Response	Covid19 - District	R70 000
Treasury Administration	CAPEX: It Equipment	Covid19 - District	R190
Treasury Administration	CAPEX Sanitizing Equipment	Covid19 - District	R32 300
Mechanical Workshop	Capex Tools & Equipment	CRR	R20 000
Roads	Capex Pedestrian Route along R46/Nduli	RSEP	R870 000
Roads	Capex Upgrade pavement Vosstr from Retief to edge	RSEP	R2 608 000
Total Capital Budget Adjustment			R11 591 946

4. RECOMMENDATION

- a) That the adjustment budget of Witzenberg Municipality for the financial year 2020/2021 as set out in the budget documents be approved:
- i. Table B1 - Budget summary;
 - ii. Table B2 Adjustments Budget Financial Performance (by standard classification);
 - iii. Table B3 – Budgeted Financial performance (Revenue and Expenditure) by Vote;
 - iv. Table B4 Adjustments Budget Financial Performance (revenue by source); and
 - v. Table B5 – Budgeted Capital Expenditure by Vote, standard classification and funding.
 - vi. And all other budget supporting schedules as required.

Yours faithfully

AJ RAUBENHEIMER
ACTING DIRECTOR: FINANCE



Medium Term Revenue and Expenditure Framework

Adjustments Budget
2020/2021 to 2022/2023

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Glossary

Adjustments Budget – Prescribed in section 28 of the MFMA. The formal means by which a municipality may revise its annual budget during the year.
Allocations – Money received from Provincial or National Government or other municipalities.
AFS – Annual Financial Statements.
Budget – The financial plan of the Municipality.
Budget Related Policy – Policy of a municipality affecting or affected by the budget, examples include tariff policy, rates policy and credit control and debt collection policy.
Capital Expenditure - Spending on assets such as land, buildings and machinery. Any capital expenditure must be reflected as an asset on the Municipality's Statement of Financial Performance.
Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality. Cash payments do not always coincide with budgeted expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month it is received, even though it may not be paid in the same period.
CFO – Chief Financial Officer
DORA – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government.
Equitable Share – A general grant paid to municipalities. It is predominantly targeted to help with free basic services.
Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.
GFS – Government Finance Statistics. An internationally recognised classification system that facilitates like for like comparison between municipalities.
GRAP – Generally Recognised 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 the Municipality
KPI's – Key Performance Indicators. Measures of service output and/or outcome.
MFMA – The Municipal Finance Management Act – No. 53 of 2003. The principle piece of legislation relating to municipal financial management.
MTREF – Medium Term Revenue and Expenditure Framework. A medium term financial plan, usually 3 years, based on a fixed first year and indicative further two years budget allocations. 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 the Municipality such as salaries and wages.
Rates – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.
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 the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.
Unauthorised expenditure – Generally, expenditure 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.
<p>Vote – One of the main segments into which a budget is divided. In Witzenberg Municipality the following votes and responsible senior manager was approved:</p> <ul style="list-style-type: none"> • Budget & Treasury Office – Director: Financial services • Civil Services - Director: Technical services • Community & Social Services – Director: Community services • Corporate Services – Director: Corporate services • Electro Technical Services - Director: Technical services • Executive & Council – Municipal Manager • Housing– Director: Community services • Planning - Director: Technical services • Public Safety– Director: Community services • Sport & Recreation– Director: Community services

PART 1 – ADJUSTMENTS BUDGET

Section 1 – Mayor’s Report

Introduction

The adjustment budget seeks to include funds relating to specific projects that was unspent at the end of June 2020. It is drafted in terms of section 28 of the MFMA and seeks to adhere to the stipulations of specifically section 28(2) of the MFMA.

The approval for the inclusion of these unspent funds as at 30 June 2020 will accelerate service delivery to the Witzenberg community. Of particular noting is that this approval will enable important projects such the Tulbagh Dam funded by the Regional Bulk Infrastructure Grant, the Upgrading of the Lyell street sport facilities funded by the Municipal Infrastructure Grant, the erection of Transfer stations and related infrastructure funded by Belgium and the Upgrading of pavement funded by the Regional Socio Economic Grant.

The municipality has also received funding from Local Government and Cape Wine lands in its fight against the Covid-19 pandemic. The approval of this budget will also enable the municipality to include the unspent portions of these funds.

Highlights in terms of the adjustments required is summarised in the executive summary of this report.

COUNCILLOR BC KLAASEN

EXECUTIVE MAYOR

Section 2 – Resolutions

ADJUSTMENTS MTREF 2020/2021

The resolutions tabled at Council for consideration with approval of the adjustments budget will be:

RECOMMENDATION:

- a) That the adjustment budget of Witzenberg Municipality for the financial year 2020/2021 as set out in the budget documents for be approved:
 - i. Table B1 - Budget summary;
 - ii. Table B2 - Adjustments Budget Financial Performance (by standard classification);
 - iii. Table B3 - Budgeted Financial performance (Revenue and Expenditure) by Vote;
 - iv. Table B4 - Adjustments Budget Financial Performance (revenue by source); and
 - v. Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.

- (b) That the monthly and quarterly financial targets of the service delivery and budget implementation plan be adjusted to correspond with the approved adjustments budget figures.

Section 3 – Executive Summary

3.1 Introduction

Adjustments to both the operating and capital budget are required to make provision for adjustments in expected expenditure and certain capital projects for the financial year

Operational budget

The operational budget has been adjusted to include the recognition and/or de-recognition of any capital grants in respect of projects. The most notable adjustment relates to the inclusion of the Regional Bulk Infrastructure Grant (RBIG) for the construction of the Tulbagh Dam.

In summary the operating budget has been adjusted as follow:

Revenue Adjustments

In terms of revenue adjustments the most notable can be summarised as follow:

Department	Description	Funding	Amount
Fire Protection Services	Transfers Recognized	FIRE	-R721 739
Solid Waste (Removal)	Transfers Recognized	Belgium	-R501 456
Water Distribution	Transfers Recognized	District	-R500 000
LED	Transfers Recognized	DEDAT	-R1 445 346
Treasury Administration	Transfers Recognized	Covid-19- District	--R1 519 619
Treasury Administration	Transfers Recognized	Covid-19-District Community Safety	-R669 620
Treasury Administration	Transfers Recognized	Covid -19 – Local Govt.	-R800 000
Town Planning	Transfers Recognized	RSEP	-R454 851
Roads	Transfers Recognized	RSEP	-R3 478 000
Total Operational Revenue Budget Adjustment			-R10 090 630

Expenditure Adjustments

In terms of expenditure adjustments and the most notable can be summarised as follow:

Department	Description	Funding	Amount
Town Planning	Infrastructure and Planning:Architectural	RSEP	R454 851
Cemeteries	Contracted Services	Property Rates: Levies	R160 000
Electricity: Administration	Contracted Services	Electricity	R2 000 000
Treasury Administration	Disaster Management	Covid19-District Community Safety	R669 620
Treasury Administration	Disaster Management	Covid 19 - Local Govt.	R800 000
Treasury Administration	Disaster Management	Covid 19 - District	R1 167 128
Treasury Administration	Disaster Management	Covid 19i - District	R250 000
Total Operational Expenditure Budget Adjustment			R5 501 599

The total adjustments are summarised in supporting table B4-Financial Performance

Capital budget

In terms of capital expenditure adjustments and the most notable can be summarised as follow:

Department	Description	Funding	Amount
Community Facilities	3X3 M CONTAINER	CRR	R410 416
Fire Protection Services	Capex Firefighting Response Vehicle	FIRE	R721 739
Fire Protection Services	Capex Firefighting Equipment	CRR	R64 003
L E D	Capex Skoonvlei Economic Hub	CRR	R32 413
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Administration	CAPEX: Upgrade Council chambers	CRR	R 1430 000
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Roads	Capex Pedestrian Route along R46/Nduli	RSEP	R870 000
Roads	Capex Upgrade pavement Vosstr from Retief to edge	RSEP	R2 608 000
Total Capital Budget Adjustment			R11 591 946

3.2 Provision of basic services

The provision of basic services will be improved by the approval of the adjustment budget.

3.3 Effect of the adjustments budget

3.3.1 Service delivery and budget implementation plan

Except for the adjustment of the monthly revenue and expenditure targets the impact to the SDBIP is minimal. No non-financial performance targets have been adjusted.

3.3.2 Service delivery agreements

Tenders already approved in the previous financial year will be able to be completed by the approval of the adjustments budget.

3.3.3 Medium term revenue and expenditure framework

Except for the depreciation charges of the additional capital expenditure the impact to the outer years is minimal.

3.3.4 Long term financial sustainability

The approval of the adjustment budget will have no effect on the long term financial sustainability of the municipality.

3.4 Adjustment highlights

The adjustments budget seeks to comply with section 28 of the MFMA. Therefore all adjustments are discussed according to the sub-sections of Section 28(2) of the MFMA.

3.4.1 Correction of expenditure.

No material correction

3.4.2 Appropriation of additional revenues

Additional appropriations are only in terms of the roll-over funding already received

3.4.3 Authorisation of unforeseen and unavoidable expenditure

No material items.

3.4.4 Utilisation of project savings between votes

No material items.

3.4.5 Correction of errors in annual budget

No material items

3.4.6 Roll-over of unspent funds

The approval of the unspent roll-overs will have a direct impact on the cash balance of the municipality, however it also reduce any unspent liability that may become due and payable to the relevant transferring department. Approval of the unspent funds will accelerate service delivery to the community,

PART 2 – SUPPORTING DOCUMENTATION

Section 5 – Adjustments to budget assumptions

Revenue

There are no changes to the budget assumptions for operating revenue.

Expenditure

There are no changes to the budget assumptions for operating expenditure.

Section 6 – Adjustments to budget funding

6.1 Summary of the impact of the adjustments budget

6.1.1 *Funding of operating and capital expenditure*

The grant funded projects will finance themselves. The impact on own funds is estimated at R 7 million which will be funded from accumulated surplus.

6.1.2 *Financial plans*

No amendments.

6.1.2 *Reserves*

The only reserve that is cash backed at this stage is the capital replacement reserve.

6.1.3 *Financial sustainability of the municipality*

The financial sustainability of the municipality remains positive as the municipality is enjoying a positive bank balance whilst the cost coverage ratio and liquidity ratios remains within acceptable norms

6.2 Expenditure funded in accordance with MFMA section 18

No additional new loans included in the budget.

6.3 Adjustments to collection levels estimated

None

6.4 Adjustments to the monetary investments

No major adjustments.

6.5 Adjustments to contributions and donations in cash or in-kind

None

6.6 Adjustments related to proceeds from the sale of assets

None

6.7 Adjustments related to proceeds from the lease of assets, where the period of the lease is three years or more;

None

6.8 Adjustments related to the planned use of previous years' cash backed accumulated surplus

None

6.9 Adjustments related to new proposed loans to be raised in the budget year

None

Section 7 – Adjustments to expenditure on allocations and grant programmes

Disclosure on expenditure on allocations and grant programmes is included in supporting table SB7. Operating Grants will be adjusted by R3, 4 million whilst Capital Grants will be adjusted by R30, 5 million

Section 8 – Adjustments to allocations or grants made by the municipality

None

The revenue foregone over the MTREF is included in Table B10.

Section 9 – Adjustments to councillors and board members allowances and employee benefits

None.

Section 10 – Adjustments to service delivery and budget implementation plan

10.1 Quarterly service delivery targets and performance indicators in the SDBIP

No adjustments were made to any non-financial indicators.

10.2 Key financial indicators

No adjustments were made to the key financial indicators.

10.3 Monthly targets for revenue, expenditure and cash flow

No major adjustments to monthly revenue and expenditure. Cash flows are expected to decrease in accordance with the recommended adjustments.

Section 11 Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the adjustment budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the budget and supporting documentations are consistent with the Integrated Development Plan of the municipality.

Print name Mr D NASSON

Municipal Manager of Witzenberg Municipality

Signature _____

Date _____

WC022 Witzberg - Table B1 Adjustments Budget Summary - 25 Augustus

Description	Budget Year 2020/21										Budget Year	Budget Year
	Original	Prior	Accum.	Multi-year	Unfore.	Nat. or Prov.	Other	Total	Adjusted	Adjusted	+1 2021/22	+2 2022/23
	Budget	Adjusted	Funds	capital	Unavoid.	Govt	Adjus.	Adjus.	Budget	Budget		
	1	2	3	4	5	6	7	8				
	A	A1	B	C	D	E	F	G	H			
R thousands												
Financial Performance												
Property rates	76 388	76 388	-	-	-	-	-	-	76 388	81 736	85 822	
Service charges	341 732	341 732	-	-	-	-	-	-	341 732	363 745	396 708	
Investment revenue	9 129	9 129	-	-	-	-	-	-	9 129	9 586	9 089	
Transfers recognised - operational	116 989	116 989	-	-	-	-	3 354	3 354	120 343	125 089	166 900	
Other own revenue	46 486	46 486	-	-	-	-	-	-	46 486	56 503	56 520	
Total Revenue (excluding capital transfers and contributions)	590 725	590 725	-	-	-	-	3 354	3 354	594 079	636 657	715 040	
Employee costs	226 182	226 182	-	-	-	-	-	-	226 182	242 401	262 678	
Remuneration of councillors	12 032	12 032	-	-	-	-	-	-	12 032	12 633	13 265	
Depreciation & asset impairment	40 688	40 688	-	-	-	-	-	-	40 688	42 918	42 918	
Finance charges	9 181	9 181	-	-	-	-	-	-	9 181	9 635	10 108	
Materials and bulk purchases	252 289	251 674	-	-	-	-	1 183	1 183	252 857	273 296	300 554	
Transfers and grants	2 179	2 179	-	-	-	-	-	-	2 179	1 859	32 976	
Other expenditure	139 944	140 559	-	-	-	-	4 331	4 331	144 890	146 713	153 439	
Total Expenditure	682 493	682 493	-	-	-	-	5 514	5 514	688 008	729 455	815 938	
Surplus/(Deficit)	(91 768)	(91 768)	-	-	-	-	(2 160)	(2 160)	(93 928)	(92 798)	(100 898)	
Transfers recognised - capital	78 716	78 716	-	-	-	-	6 248	6 248	84 964	120 459	28 167	
Contributions recognised - capital & contributed assets	-	-	-	-	-	-	501	501	501	-	-	
Surplus/(Deficit) after capital transfers & contributions	(13 052)	(13 052)	-	-	-	-	4 589	4 589	(8 463)	27 661	(72 732)	
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-	-	
Surplus/ (Deficit) for the year	(13 052)	(13 052)	-	-	-	-	4 589	4 589	(8 463)	27 661	(72 732)	
Capital expenditure & funds sources												
Capital expenditure	88 764	88 764	-	-	-	-	11 592	11 592	100 356	134 196	38 340	
Transfers recognised - capital	78 716	78 716	-	-	-	-	6 749	6 749	85 465	120 459	28 167	
Public contributions & donations	-	-	-	-	-	-	-	-	-	-	-	
Borrowing	-	-	-	-	-	-	-	-	-	-	-	
Internally generated funds	10 048	10 048	-	-	-	-	4 843	4 843	14 891	13 737	10 173	
Total sources of capital funds	88 764	88 764	-	-	-	-	11 592	11 592	100 356	134 196	38 340	
Financial position												
Total current assets	108 824	192 559	-	-	-	-	(7 003)	(7 003)	185 556	156 225	122 358	
Total non current assets	1 049 210	1 044 563	-	-	-	-	8 114	8 114	1 052 677	1 143 955	1 139 376	
Total current liabilities	130 550	205 180	-	-	-	-	-	-	205 180	231 991	258 802	
Total non current liabilities	185 378	170 101	-	-	-	-	-	-	170 101	177 576	185 050	
Community wealth/Equity	842 106	861 842	-	-	-	-	1 111	1 111	862 953	890 613	817 682	
Cash flows												
Net cash from (used) operating	62 440	74 129	-	-	-	-	1 111	1 111	75 240	115 485	15 832	
Net cash from (used) investing	(88 764)	(88 764)	-	-	-	-	(8 114)	(8 114)	(96 878)	(134 196)	(38 340)	
Net cash from (used) financing	(1 500)	-	-	-	-	-	-	-	-	-	-	
Cash/cash equivalents at the year end	38 463	114 319	-	-	-	-	(7 003)	(7 003)	107 316	88 606	66 098	
Cash backing/surplus reconciliation												
Cash and investments available	38 462	114 319	-	-	-	-	(7 003)	(7 003)	107 316	88 606	66 098	
Application of cash and investments	859 288	962 980	-	-	-	-	1 111	1 111	964 091	1 001 829	939 545	
Balance - surplus (shortfall)	(820 826)	(848 661)	-	-	-	-	(8 114)	(8 114)	(856 775)	(913 223)	(873 447)	
Asset Management												
Asset register summary (WDV)	1 048 835	1 048 835	-	-	-	-	15 070	15 070	1 063 904	1 134 954	1 039 098	
Depreciation & asset impairment	40 688	40 688	-	-	-	-	-	-	40 688	42 918	42 918	
Renewal of Existing Assets	4 900	4 900	-	-	-	-	1 430	1 430	6 330	-	5 000	
Repairs and Maintenance	18 282	18 582	-	-	-	-	-	-	18 582	19 454	20 350	
Free services												
Cost of Free Basic Services provided	6 451	6 451	-	-	-	-	-	-	6 451	6 513	6 579	
Revenue cost of free services provided	44 994	44 994	-	-	-	-	-	-	44 994	47 918	50 672	
Households below minimum service level												
Water:	-	-	-	-	-	-	-	-	-	-	-	
Sanitation/sewerage:	-	-	-	-	-	-	-	-	-	-	-	
Energy:	-	-	-	-	-	-	-	-	-	-	-	
Refuse:	-	-	-	-	-	-	-	-	-	-	-	

WC022 Witzberg - Table B2 Adjustments Budget Financial Performance (functional classification) - 25 Augustus

Standard Description	Ref	Budget Year 2020/21									Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget	
		5	6	7	8	9	10	11	12				
R thousands	1, 4	A	A1	B	C	D	E	F	G	H			
Revenue - Functional													
Governance and administration		101 030	101 030	-	-	-	-	3 002	3 002	104 031	107 085	108 722	
Executive and council		-	-	-	-	-	-	-	-	-	-	-	
Finance and administration		101 030	101 030	-	-	-	-	3 002	3 002	104 031	107 085	108 722	
Internal audit		-	-	-	-	-	-	-	-	-	-	-	
Community and public safety		142 111	142 111	-	-	-	-	722	722	142 833	158 967	207 957	
Community and social services		114 880	114 880	-	-	-	-	-	-	114 880	124 046	139 475	
Sport and recreation		1 805	1 805	-	-	-	-	-	-	1 805	8 218	8 629	
Public safety		24 912	24 912	-	-	-	-	722	722	25 634	26 158	28 251	
Housing		514	514	-	-	-	-	-	-	514	545	31 603	
Health		-	-	-	-	-	-	-	-	-	-	-	
Economic and environmental services		20 173	20 173	-	-	-	-	1 945	1 945	22 118	48 799	13 382	
Planning and development		2 512	2 512	-	-	-	-	1 445	1 445	3 958	2 627	2 745	
Road transport		17 647	17 647	-	-	-	-	500	500	18 147	46 159	10 626	
Environmental protection		13	13	-	-	-	-	-	-	13	14	10	
Trading services		406 013	406 013	-	-	-	-	501	501	406 514	447 627	419 007	
Energy sources		265 685	265 685	-	-	-	-	-	-	265 685	292 773	321 385	
Water management		64 856	64 856	-	-	-	-	-	-	64 856	80 584	50 959	
Waste water management		43 424	43 424	-	-	-	-	-	-	43 424	43 164	21 550	
Waste management		32 047	32 047	-	-	-	-	501	501	32 549	31 105	25 113	
Other		115	115	-	-	-	-	-	-	115	120	126	
Total Revenue - Functional	2	669 441	669 441	-	-	-	-	6 170	6 170	675 612	762 599	749 194	
Expenditure - Functional													
Governance and administration		150 869	150 869	-	-	-	-	2 899	2 899	153 768	159 136	169 632	
Executive and council		30 612	30 612	-	-	-	-	-	-	30 612	32 525	34 529	
Finance and administration		117 451	117 451	-	-	-	-	2 899	2 899	120 351	123 618	131 904	
Internal audit		2 805	2 805	-	-	-	-	-	-	2 805	2 993	3 199	
Community and public safety		107 225	107 207	-	-	-	-	160	160	107 367	112 367	150 506	
Community and social services		28 760	28 742	-	-	-	-	160	160	28 902	28 492	30 073	
Sport and recreation		30 457	30 457	-	-	-	-	-	-	30 457	32 703	34 934	
Public safety		42 200	42 200	-	-	-	-	-	-	42 200	44 954	47 809	
Housing		5 807	5 807	-	-	-	-	-	-	5 807	6 218	37 690	
Health		-	-	-	-	-	-	-	-	-	-	-	
Economic and environmental services		38 426	38 444	-	-	-	-	-	-	38 444	39 446	41 801	
Planning and development		12 992	13 010	-	-	-	-	-	-	13 010	12 392	13 362	
Road transport		23 425	23 425	-	-	-	-	-	-	23 425	24 883	26 096	
Environmental protection		2 009	2 009	-	-	-	-	-	-	2 009	2 171	2 343	
Trading services		385 015	385 015	-	-	-	-	2 000	2 000	387 015	417 504	452 945	
Energy sources		268 463	268 463	-	-	-	-	2 000	2 000	270 463	293 366	322 093	
Water management		35 733	35 733	-	-	-	-	-	-	35 733	37 962	39 776	
Waste water management		34 766	34 766	-	-	-	-	-	-	34 766	37 044	38 992	
Waste management		46 053	46 053	-	-	-	-	-	-	46 053	49 131	52 084	
Other		959	959	-	-	-	-	-	-	959	1 003	1 053	
Total Expenditure - Functional	3	682 493	682 493	-	-	-	-	5 059	5 059	687 553	729 455	815 938	
Surplus/ (Deficit) for the year		(13 052)	(13 052)	-	-	-	-	1 111	1 111	(11 941)	33 143	(66 744)	

WC022 Witzenberg - Table B2 Adjustments Budget Financial Performance (functional classification) - B - 25 Augustus

Standard Classification Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	+1 2021/22	+2 2022/23
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
R thousand	1											
Revenue - Functional												
Municipal government and administration		101 030	101 030	-	-	-	-	3 002	3 002	104 031	107 085	108 722
Executive and council		-	-	-	-	-	-	-	-	-	-	-
Mayor and Council		-	-	-	-	-	-	-	-	-	-	-
Municipal Manager, Town Secretary and Chief Executive		-	-	-	-	-	-	-	-	-	-	-
Finance and administration		101 030	101 030	-	-	-	-	3 002	3 002	104 031	107 085	108 722
Administrative and Corporate Support		9	9	-	-	-	-	-	-	9	9	10
Asset Management		-	-	-	-	-	-	-	-	-	-	-
Finance		100 446	100 446	-	-	-	-	3 002	3 002	103 448	106 472	108 078
Fleet Management		-	-	-	-	-	-	-	-	-	-	-
Human Resources		552	552	-	-	-	-	-	-	552	580	609
Information Technology		-	-	-	-	-	-	-	-	-	-	-
Legal Services		-	-	-	-	-	-	-	-	-	-	-
Marketing, Customer Relations, Publicity and Media Co-		4	4	-	-	-	-	-	-	4	5	5
Property Services		-	-	-	-	-	-	-	-	-	-	-
Risk Management		-	-	-	-	-	-	-	-	-	-	-
Security Services		-	-	-	-	-	-	-	-	-	-	-
Supply Chain Management		18	18	-	-	-	-	-	-	18	19	20
Valuation Service		-	-	-	-	-	-	-	-	-	-	-
Internal audit		-	-	-	-	-	-	-	-	-	-	-
Governance Function		-	-	-	-	-	-	-	-	-	-	-
Community and public safety		142 111	142 111	-	-	-	-	722	722	142 833	158 967	207 957
Community and social services		114 880	114 880	-	-	-	-	-	-	114 880	124 046	139 475
Aged Care		104 406	104 406	-	-	-	-	-	-	104 406	112 187	122 520
Agricultural		-	-	-	-	-	-	-	-	-	-	-
Animal Care and Diseases		-	-	-	-	-	-	-	-	-	-	-
Cemeteries, Funeral Parlours and Crematoriums		233	233	-	-	-	-	-	-	233	383	5 076
Child Care Facilities		-	-	-	-	-	-	-	-	-	-	-
Community Halls and Facilities		405	405	-	-	-	-	-	-	405	1 102	939
Consumer Protection		-	-	-	-	-	-	-	-	-	-	-
Cultural Matters		-	-	-	-	-	-	-	-	-	-	-
Disaster Management		-	-	-	-	-	-	-	-	-	-	-
Education		-	-	-	-	-	-	-	-	-	-	-
Indigenous and Customary Law		-	-	-	-	-	-	-	-	-	-	-
Industrial Promotion		-	-	-	-	-	-	-	-	-	-	-
Language Policy		-	-	-	-	-	-	-	-	-	-	-
Libraries and Archives		9 836	9 836	-	-	-	-	-	-	9 836	10 375	10 940
Literacy Programmes		-	-	-	-	-	-	-	-	-	-	-
Media Services		-	-	-	-	-	-	-	-	-	-	-
Museums and Art Galleries		-	-	-	-	-	-	-	-	-	-	-
Population Development		-	-	-	-	-	-	-	-	-	-	-
Provincial Cultural Matters		-	-	-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-	-	-
Zoo's		-	-	-	-	-	-	-	-	-	-	-

Standard Classification Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	+1 2021/22	+2 2022/23
R thousand	1											
Sport and recreation		1 805	1 805	-	-	-	-	-	-	1 805	8 218	8 629
<i>Beaches and Jetties</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Casinos, Racing, Gambling, Wagering</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Community Parks (including Nurseries)</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Recreational Facilities</i>		773	773	-	-	-	-	-	-	773	8 048	8 450
<i>Sports Grounds and Stadiums</i>		1 032	1 032	-	-	-	-	-	-	1 032	170	179
Public safety		24 912	24 912	-	-	-	-	722	722	25 634	26 158	28 251
<i>Civil Defence</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Cleansing</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Control of Public Nuisances</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Fencing and Fences</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Fire Fighting and Protection</i>		6	6	-	-	-	-	722	722	728	6	807
<i>Licensing and Control of Animals</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Police Forces, Traffic and Street Parking Control</i>		24 906	24 906	-	-	-	-	-	-	24 906	26 152	27 444
<i>Pounds</i>		-	-	-	-	-	-	-	-	-	-	-
Housing		514	514	-	-	-	-	-	-	514	545	31 603
<i>Housing</i>		514	514	-	-	-	-	-	-	514	545	31 603
<i>Informal Settlements</i>		-	-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-	-
<i>Ambulance</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Health Services</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Laboratory Services</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Food Control</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Health Surveillance and Prevention of Communicable</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Vector Control</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Chemical Safety</i>		-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		20 173	20 173	-	-	-	-	1 945	1 945	22 118	48 799	13 382
Planning and development		2 512	2 512	-	-	-	-	1 445	1 445	3 958	2 627	2 745
<i>Billboards</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Central City Improvement District</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Development Facilitation</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Economic Development/Planning</i>		-	-	-	-	-	-	1 445	1 445	1 445	-	-
<i>Regional Planning and Development</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Town Planning, Building Regulations and Enforcement,</i>		1 882	1 882	-	-	-	-	-	-	1 882	1 977	2 075
<i>Project Management Unit</i>		630	630	-	-	-	-	-	-	630	650	670
<i>Provincial Planning</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Support to Local Municipalities</i>		-	-	-	-	-	-	-	-	-	-	-
Road transport		17 647	17 647	-	-	-	-	500	500	18 147	46 159	10 626
<i>Public Transport</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Road and Traffic Regulation</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Roads</i>		17 647	17 647	-	-	-	-	500	500	18 147	46 159	10 626
<i>Taxi Ranks</i>		-	-	-	-	-	-	-	-	-	-	-

Standard Classification Description	Ref	Budget Year 2020/21									Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	+1 2021/22	+2 2022/23	
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H			
R thousand	1												
Environmental protection		13	13	-	-	-	-	-	-	-	13	14	10
<i>Biodiversity and Landscape</i>		13	13	-	-	-	-	-	-	-	13	14	10
<i>Coastal Protection</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Indigenous Forests</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Nature Conservation</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Pollution Control</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Soil Conservation</i>		-	-	-	-	-	-	-	-	-	-	-	-
Trading services		406 013	406 013	-	-	-	-	501	501	406 514	447 627	419 007	
Energy sources		265 685	265 685	-	-	-	-	-	-	265 685	292 773	321 385	
<i>Electricity</i>		265 685	265 685	-	-	-	-	-	-	265 685	291 208	321 385	
<i>Street Lighting and Signal Systems</i>		-	-	-	-	-	-	-	-	-	1 565	-	
<i>Nonelectric Energy</i>		-	-	-	-	-	-	-	-	-	-	-	
Water management		64 856	64 856	-	-	-	-	-	-	64 856	80 584	50 959	
<i>Water Treatment</i>		-	-	-	-	-	-	-	-	-	-	-	
<i>Water Distribution</i>		64 856	64 856	-	-	-	-	-	-	64 856	69 305	50 959	
<i>Water Storage</i>		-	-	-	-	-	-	-	-	-	11 279	-	
Waste water management		43 424	43 424	-	-	-	-	-	-	43 424	43 164	21 550	
<i>Public Toilets</i>		-	-	-	-	-	-	-	-	-	-	-	
<i>Sewerage</i>		29 605	29 605	-	-	-	-	-	-	29 605	31 844	21 550	
<i>Storm Water Management</i>		13 819	13 819	-	-	-	-	-	-	13 819	11 320	-	
<i>Waste Water Treatment</i>		-	-	-	-	-	-	-	-	-	-	-	
Waste management		32 047	32 047	-	-	-	-	501	501	32 549	31 105	25 113	
<i>Recycling</i>		-	-	-	-	-	-	-	-	-	-	-	
<i>Solid Waste Disposal (Landfill Sites)</i>		-	-	-	-	-	-	-	-	-	-	-	
<i>Solid Waste Removal</i>		32 047	32 047	-	-	-	-	501	501	32 549	31 105	25 113	
<i>Street Cleaning</i>		-	-	-	-	-	-	-	-	-	-	-	
Other		115	115	-	-	-	-	-	-	115	120	126	
Abattoirs		-	-	-	-	-	-	-	-	-	-	-	
Air Transport		-	-	-	-	-	-	-	-	-	-	-	
Forestry		-	-	-	-	-	-	-	-	-	-	-	
Licensing and Regulation		115	115	-	-	-	-	-	-	115	120	126	
Markets		-	-	-	-	-	-	-	-	-	-	-	
Tourism		-	-	-	-	-	-	-	-	-	-	-	
Total Revenue - Functional	2	669 441	669 441	-	-	-	-	6 170	6 170	675 612	762 599	749 194	

Standard Classification Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	+1 2021/22	+2 2022/23
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
R thousand	1											
Expenditure - Functional												
Municipal governance and administration		150 869	150 869	-	-	-	-	2 899	2 899	153 768	159 136	169 632
Executive and council		30 612	30 612	-	-	-	-	-	-	30 612	32 525	34 529
<i>Mayor and Council</i>		19 731	19 731	-	-	-	-	-	-	19 731	20 774	21 836
<i>Municipal Manager, Town Secretary and Chief Executive</i>		10 881	10 881	-	-	-	-	-	-	10 881	11 750	12 693
Finance and administration		117 451	117 451	-	-	-	-	2 899	2 899	120 351	123 618	131 904
<i>Administrative and Corporate Support</i>		12 535	12 535	-	-	-	-	-	-	12 535	13 533	14 519
<i>Asset Management</i>		4 772	4 772	-	-	-	-	-	-	4 772	5 184	5 632
<i>Finance</i>		38 188	38 288	-	-	-	-	2 899	2 899	41 187	38 974	41 331
<i>Fleet Management</i>		2 845	2 845	-	-	-	-	-	-	2 845	3 073	3 317
<i>Human Resources</i>		37 508	37 508	-	-	-	-	-	-	37 508	39 761	42 483
<i>Information Technology</i>		4 002	4 002	-	-	-	-	-	-	4 002	4 208	4 380
<i>Legal Services</i>		3 490	3 490	-	-	-	-	-	-	3 490	3 680	3 882
<i>Marketing, Customer Relations, Publicity and Media Co-</i>		3 968	3 968	-	-	-	-	-	-	3 968	4 285	4 625
<i>Property Services</i>		1 239	1 239	-	-	-	-	-	-	1 239	1 316	1 371
<i>Risk Management</i>		457	457	-	-	-	-	-	-	457	497	540
<i>Security Services</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Supply Chain Management</i>		6 963	6 863	-	-	-	-	-	-	6 863	7 504	8 091
<i>Valuation Service</i>		1 483	1 483	-	-	-	-	-	-	1 483	1 603	1 733
Internal audit		2 805	2 805	-	-	-	-	-	-	2 805	2 993	3 199
<i>Governance Function</i>		2 805	2 805	-	-	-	-	-	-	2 805	2 993	3 199
Community and public safety		107 225	107 207	-	-	-	-	160	160	107 367	112 367	150 506
Community and social services		28 760	28 742	-	-	-	-	160	160	28 902	28 492	30 073
<i>Aged Care</i>		4 771	4 753	-	-	-	-	-	-	4 753	2 527	2 661
<i>Agricultural</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Animal Care and Diseases</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Cemeteries, Funeral Parlours and Crematoriums</i>		3 585	3 585	-	-	-	-	160	160	3 745	3 874	4 185
<i>Child Care Facilities</i>		896	896	-	-	-	-	-	-	896	973	1 057
<i>Community Halls and Facilities</i>		6 671	6 671	-	-	-	-	-	-	6 671	7 242	7 612
<i>Consumer Protection</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Cultural Matters</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Disaster Management</i>		77	77	-	-	-	-	-	-	77	80	84
<i>Education</i>		766	766	-	-	-	-	-	-	766	832	904
<i>Indigenous and Customary Law</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Industrial Promotion</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Language Policy</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Libraries and Archives</i>		11 994	11 994	-	-	-	-	-	-	11 994	12 964	13 571
<i>Literacy Programmes</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Media Services</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Museums and Art Galleries</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Population Development</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Provincial Cultural Matters</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Theatres</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Zoo's</i>		-	-	-	-	-	-	-	-	-	-	-

Standard Classification Description	Ref	Budget Year 2020/21									Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget	
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	+1 2021/22	+2 2022/23	
R thousand	1												
Sport and recreation		30 457	30 457	-	-	-	-	-	-	-	30 457	32 703	34 934
<i>Beaches and Jetties</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Casinos, Racing, Gambling, Wagering</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Community Parks (including Nurseries)</i>		7 262	7 262	-	-	-	-	-	-	-	7 262	7 793	8 301
<i>Recreational Facilities</i>		17 843	17 843	-	-	-	-	-	-	-	17 843	19 143	20 462
<i>Sports Grounds and Stadiums</i>		5 352	5 352	-	-	-	-	-	-	-	5 352	5 767	6 171
Public safety		42 200	42 200	-	-	-	-	-	-	-	42 200	44 954	47 809
<i>Civil Defence</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Cleansing</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Control of Public Nuisances</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Fencing and Fences</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Fire Fighting and Protection</i>		9 867	9 867	-	-	-	-	-	-	-	9 867	10 555	11 260
<i>Licensing and Control of Animals</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Police Forces, Traffic and Street Parking Control</i>		32 333	32 333	-	-	-	-	-	-	-	32 333	34 399	36 549
<i>Pounds</i>		-	-	-	-	-	-	-	-	-	-	-	-
Housing		5 807	5 807	-	-	-	-	-	-	-	5 807	6 218	37 690
<i>Housing</i>		3 948	3 948	-	-	-	-	-	-	-	3 948	4 202	35 505
<i>Informal Settlements</i>		1 859	1 859	-	-	-	-	-	-	-	1 859	2 016	2 185
Health		-	-	-	-	-	-	-	-	-	-	-	-
<i>Ambulance</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Health Services</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Laboratory Services</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Food Control</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Health Surveillance and Prevention of Communicable</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Vector Control</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Chemical Safety</i>		-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		38 426	38 444	-	-	-	-	-	-	-	38 444	39 446	41 801
Planning and development		12 992	13 010	-	-	-	-	-	-	-	13 010	12 392	13 362
<i>Billboards</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		2 290	2 290	-	-	-	-	-	-	-	2 290	2 456	2 636
<i>Central City Improvement District</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Development Facilitation</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Economic Development/Planning</i>		2 215	2 233	-	-	-	-	-	-	-	2 233	2 380	2 554
<i>Regional Planning and Development</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Town Planning, Building Regulations and Enforcement, and City Engineer</i>		5 740	5 740	-	-	-	-	-	-	-	5 740	4 585	4 959
<i>Project Management Unit</i>		2 746	2 746	-	-	-	-	-	-	-	2 746	2 971	3 213
<i>Provincial Planning</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Support to Local Municipalities</i>		-	-	-	-	-	-	-	-	-	-	-	-
Road transport		23 425	23 425	-	-	-	-	-	-	-	23 425	24 883	26 096
<i>Public Transport</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Road and Traffic Regulation</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Roads</i>		23 425	23 425	-	-	-	-	-	-	-	23 425	24 883	26 096
<i>Taxi Ranks</i>		-	-	-	-	-	-	-	-	-	-	-	-

Standard Classification Description	Ref	Budget Year 2020/21									Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget	
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	+1 2021/22	+2 2022/23	
R thousand	1												
Environmental protection		2 009	2 009	-	-	-	-	-	-	-	2 009	2 171	2 343
<i>Biodiversity and Landscape</i>		2 009	2 009	-	-	-	-	-	-	-	2 009	2 171	2 343
<i>Coastal Protection</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Indigenous Forests</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Nature Conservation</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Pollution Control</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Soil Conservation</i>		-	-	-	-	-	-	-	-	-	-	-	-
Trading services		385 015	385 015	-	-	-	-	-	2 000	2 000	387 015	417 504	452 945
Energy sources		268 463	268 463	-	-	-	-	-	2 000	2 000	270 463	293 366	322 093
<i>Electricity</i>		265 128	265 428	-	-	-	-	-	2 000	2 000	267 428	289 839	318 378
<i>Street Lighting and Signal Systems</i>		3 335	3 035	-	-	-	-	-	-	-	3 035	3 527	3 716
<i>Nonelectric Energy</i>		-	-	-	-	-	-	-	-	-	-	-	-
Water management		35 733	35 733	-	-	-	-	-	-	-	35 733	37 962	39 776
<i>Water Treatment</i>		1 692	1 692	-	-	-	-	-	-	-	1 692	1 838	1 997
<i>Water Distribution</i>		29 481	29 481	-	-	-	-	-	-	-	29 481	31 328	32 843
<i>Water Storage</i>		4 560	4 560	-	-	-	-	-	-	-	4 560	4 796	4 936
Waste water management		34 766	34 766	-	-	-	-	-	-	-	34 766	37 044	38 992
<i>Public Toilets</i>		1 875	1 875	-	-	-	-	-	-	-	1 875	2 029	2 197
<i>Sewerage</i>		23 500	23 500	-	-	-	-	-	-	-	23 500	24 968	26 126
<i>Storm Water Management</i>		6 691	6 691	-	-	-	-	-	-	-	6 691	7 115	7 483
<i>Waste Water Treatment</i>		2 699	2 699	-	-	-	-	-	-	-	2 699	2 932	3 185
Waste management		46 053	46 053	-	-	-	-	-	-	-	46 053	49 131	52 084
<i>Recycling</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Solid Waste Disposal (Landfill Sites)</i>		16 613	16 613	-	-	-	-	-	-	-	16 613	17 536	18 369
<i>Solid Waste Removal</i>		28 001	28 001	-	-	-	-	-	-	-	28 001	30 031	32 016
<i>Street Cleaning</i>		1 440	1 440	-	-	-	-	-	-	-	1 440	1 564	1 700
Other		959	959	-	-	-	-	-	-	-	959	1 003	1 053
Abattoirs		-	-	-	-	-	-	-	-	-	-	-	-
Air Transport		-	-	-	-	-	-	-	-	-	-	-	-
Forestry		-	-	-	-	-	-	-	-	-	-	-	-
Licensing and Regulation		62	62	-	-	-	-	-	-	-	62	65	69
Markets		-	-	-	-	-	-	-	-	-	-	-	-
Tourism		897	897	-	-	-	-	-	-	-	897	938	985
Total Expenditure - Functional	3	682 493	682 493	-	-	-	-	-	5 059	5 059	687 553	729 455	815 938
Surplus/ (Deficit) for the year		(13 052)	(13 052)	-	-	-	-	-	1 111	1 111	(11 941)	33 143	(66 744)

WC022 Witzenberg - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - 25 Augustus

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		3	4	5	6	7	8	9	10			
	A	A1	B	C	D	E	F	G	H			
R thousands												
Revenue by Vote	1											
Vote 1 - Financial Services		97 078	97 078	-	-	-	-	3 002	3 002	100 080	102 909	104 299
Vote 2 - Community Services		11 944	11 944	-	-	-	-	722	722	12 666	19 965	57 508
Vote 3 - Community Services		126 015	126 015	-	-	-	-	-	-	126 015	135 218	146 622
Vote 4 - Community Services		4 905	4 905	-	-	-	-	1 445	1 445	6 350	4 571	4 643
Vote 5 - Corporate Services		566	566	-	-	-	-	-	-	566	594	624
Vote 6 - Technical Services		330 552	330 552	-	-	-	-	4 433	4 433	334 985	386 112	357 822
Vote 7 - Technical Services		96 840	96 840	-	-	-	-	501	501	97 341	111 623	76 002
Vote 8 - Municipal Manager		1 542	1 542	-	-	-	-	-	-	1 542	1 607	1 675
Total Revenue by Vote	2	669 441	669 441	-	-	-	-	10 103	10 103	679 544	762 599	749 194
Expenditure by Vote	1											
Vote 1 - Financial Services		52 907	52 907	-	-	-	-	2 899	2 899	55 806	54 892	58 552
Vote 2 - Community Services		42 428	42 428	-	-	-	-	160	160	42 588	45 601	48 530
Vote 3 - Community Services		51 839	51 821	-	-	-	-	-	-	51 821	52 793	56 181
Vote 4 - Community Services		19 452	19 470	-	-	-	-	-	-	19 470	20 985	53 362
Vote 5 - Corporate Services		81 238	81 238	-	-	-	-	-	-	81 238	86 290	91 802
Vote 6 - Technical Services		334 930	334 930	-	-	-	-	2 455	2 455	337 384	362 615	395 085
Vote 7 - Technical Services		84 015	84 015	-	-	-	-	-	-	84 015	89 511	94 488
Vote 8 - Municipal Manager		15 685	15 685	-	-	-	-	-	-	15 685	16 769	17 939
Total Expenditure by Vote	2	682 493	682 493	-	-	-	-	5 514	5 514	688 008	729 455	815 938
Surplus/ (Deficit) for the year	2	(13 052)	(13 052)	-	-	-	-	4 589	4 589	(8 463)	33 143	(66 744)

WC022 Witzenberg - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - B - 25 Augustus

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Revenue by Vote	1											
Vote 1 - Financial Services		97 078	97 078	-	-	-	-	3 002	3 002	100 080	102 909	104 299
1.1 - Assessment Rates		81 350	81 350	-	-	-	-	-	-	81 350	87 042	91 394
1.2 - Treasury: Administration		20 240	20 240	-	-	-	-	3 002	3 002	23 242	20 701	17 996
1.3 - Treasury: Debtors		(4 764)	(4 764)	-	-	-	-	-	-	(4 764)	(5 098)	(5 368)
1.4 - Treasury: Credit controle		234	234	-	-	-	-	-	-	234	245	258
1.5 - Supply Chain Management		18	18	-	-	-	-	-	-	18	19	20
1.6 - Director: Finance		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Community Services		11 944	11 944	-	-	-	-	722	722	12 666	19 965	57 508
2.1 - Cemeteries		233	233	-	-	-	-	-	-	233	383	5 076
2.2 - Controle Centre		-	-	-	-	-	-	-	-	-	-	-
2.3 - Housing: Administration		1 098	1 098	-	-	-	-	-	-	1 098	1 155	32 237
2.4 - Library Services		9 836	9 836	-	-	-	-	-	-	9 836	10 375	10 940
2.5 - Fire Protection Services		6	6	-	-	-	-	722	722	728	6	807
2.6 - Pine Forest : Administration		771	771	-	-	-	-	-	-	771	8 046	8 448
2.7 - Pine Forest : Security Service		-	-	-	-	-	-	-	-	-	-	-
2.8 - Pine Forest:Semi Permanent Uni		-	-	-	-	-	-	-	-	-	-	-
2.9 - Pine Forest : Cleaning Service		-	-	-	-	-	-	-	-	-	-	-
2.10 - Pine Forest : Swimming Pool		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Community Services		126 015	126 015	-	-	-	-	-	-	126 015	135 218	146 622
3.1 - Community Halls And Facilities		310	310	-	-	-	-	-	-	310	667	700
3.2 - Klipriver Park: Administration		-	-	-	-	-	-	-	-	-	-	-
3.3 - Kliprivpark:Cleaning Service		-	-	-	-	-	-	-	-	-	-	-
3.4 - Klipriver Park: Swimming Pool		-	-	-	-	-	-	-	-	-	-	-
3.5 - Licensing & Regulation		115	115	-	-	-	-	-	-	115	120	126
3.6 - Environmental Protection		13	13	-	-	-	-	-	-	13	14	10
3.7 - Parks		119	119	-	-	-	-	-	-	119	125	70
3.8 - Traffic		21 053	21 053	-	-	-	-	-	-	21 053	22 105	23 196
3.9 - Disaster Management		-	-	-	-	-	-	-	-	-	-	-
3.10 - Social & Welfare Services		104 406	104 406	-	-	-	-	-	-	104 406	112 187	122 520
Vote 4 - Community Services		4 905	4 905	-	-	-	-	1 445	1 445	6 350	4 571	4 643
4.1 - Housing Construction		-	-	-	-	-	-	-	-	-	-	-
4.2 - Director: Community Services		-	-	-	-	-	-	-	-	-	-	-
4.3 - Recreational Land		1 032	1 032	-	-	-	-	-	-	1 032	170	179
4.4 - Swimming Pools		19	19	-	-	-	-	-	-	19	205	215
4.5 - Vehicle Licensing & Testing		3 854	3 854	-	-	-	-	-	-	3 854	4 046	4 249
4.6 - Property Maintenance		-	-	-	-	-	-	-	-	-	-	-
4.7 - L E D		-	-	-	-	-	-	1 445	1 445	1 445	-	-
4.8 - Housing : Maintenance		-	-	-	-	-	-	-	-	-	-	-
4.9 - Thusong Centre		-	-	-	-	-	-	-	-	-	150	-
		-	-	-	-	-	-	-	-	-	-	-

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Vote 5 - Corporate Services		566	566	-	-	-	-	-	-	566	594	624
5.1 - Property Administration		-	-	-	-	-	-	-	-	-	-	-
5.2 - Information Tecnology		-	-	-	-	-	-	-	-	-	-	-
5.3 - Human Resources		552	552	-	-	-	-	-	-	552	580	609
5.4 - Council Cost		-	-	-	-	-	-	-	-	-	-	-
5.5 - Town Secretary		-	-	-	-	-	-	-	-	-	-	-
5.6 - Tourism		-	-	-	-	-	-	-	-	-	-	-
5.7 - Director Corporate Services		-	-	-	-	-	-	-	-	-	-	-
5.8 - Marketing & Communications		4	4	-	-	-	-	-	-	4	5	5
5.9 - Administration		9	9	-	-	-	-	-	-	9	9	10
		-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Technical Services		330 552	330 552	-	-	-	-	4 433	4 433	334 985	386 112	357 822
6.1 - Building Regulations & Enforce		944	944	-	-	-	-	-	-	944	991	1 040
6.2 - Electricity: Administration		267 434	267 434	-	-	-	-	-	-	267 434	293 072	323 386
6.3 - Electricity: Street Lights		-	-	-	-	-	-	-	-	-	1 565	-
6.4 - Electricity: Distribution		-	-	-	-	-	-	-	-	-	-	-
6.5 - Mechanical Workshop		-	-	-	-	-	-	-	-	-	-	-
6.6 - Public Toilets		-	-	-	-	-	-	-	-	-	-	-
6.7 - Sewerage		29 914	29 914	-	-	-	-	-	-	29 914	32 172	21 894
6.8 - Town Planning		794	794	-	-	-	-	455	455	1 249	834	875
6.9 - Stormwater Management		13 819	13 819	-	-	-	-	-	-	13 819	11 320	-
6.10 - Roads		17 647	17 647	-	-	-	-	3 978	3 978	21 625	46 159	10 626
Vote 7 - Technical Services		96 840	96 840	-	-	-	-	501	501	97 341	111 623	76 002
7.1 - Solid Waste (Dumping Site)		10 024	10 024	-	-	-	-	-	-	10 024	7 775	743
7.2 - Solid Waste (Garden)		5	5	-	-	-	-	-	-	5	5	5
7.3 - Solid Waste (Removal)		21 955	21 955	-	-	-	-	501	501	22 456	23 259	24 294
7.4 - Water Storage		-	-	-	-	-	-	-	-	-	11 279	-
7.5 - Water Distribution		64 856	64 856	-	-	-	-	-	-	64 856	69 305	50 959
7.6 - Director: Technical Services		-	-	-	-	-	-	-	-	-	-	-
7.7 - Electricity: Client Services		-	-	-	-	-	-	-	-	-	-	-
7.8 - Electricity: Generation		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Muncipal Manager		1 542	1 542	-	-	-	-	-	-	1 542	1 607	1 675
8.1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-
8.2 - Property & Legal Services		912	912	-	-	-	-	-	-	912	957	1 005
8.3 - IDP		-	-	-	-	-	-	-	-	-	-	-
8.4 - Project Management		630	630	-	-	-	-	-	-	630	650	670
8.5 - Performance Management		-	-	-	-	-	-	-	-	-	-	-
8.6 - Internal Audit		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	669 441	669 441	-	-	-	-	10 103	10 103	679 544	762 599	749 194

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Expenditure by Vote	1											
Vote 1 - Financial Services		52 907	52 907	-	-	-	-	2 899	2 899	55 806	54 892	58 552
1.1 - Assessment Rates		3 819	3 819	-	-	-	-	-	-	3 819	4 217	4 455
1.2 - Treasury: Administration		25 318	25 418	-	-	-	-	2 899	2 899	28 318	25 128	26 627
1.3 - Treasury: Debtors		6 410	6 410	-	-	-	-	-	-	6 410	6 879	7 375
1.4 - Treasury: Credit controle		8 487	8 487	-	-	-	-	-	-	8 487	9 093	9 756
1.5 - Supply Chain Management		6 963	6 863	-	-	-	-	-	-	6 863	7 504	8 091
1.6 - Director: Finance		1 909	1 909	-	-	-	-	-	-	1 909	2 070	2 247
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Community Services		42 428	42 428	-	-	-	-	160	160	42 588	45 601	48 530
2.1 - Cemeteries		3 585	3 585	-	-	-	-	160	160	3 745	3 874	4 185
2.2 - Controle Centre		-	-	-	-	-	-	-	-	-	-	-
2.3 - Housing: Administration		5 807	5 807	-	-	-	-	-	-	5 807	6 218	6 660
2.4 - Library Services		11 714	11 714	-	-	-	-	-	-	11 714	12 659	13 240
2.5 - Fire Protection Services		9 867	9 867	-	-	-	-	-	-	9 867	10 555	11 260
2.6 - Pine Forest : Administration		11 454	11 454	-	-	-	-	-	-	11 454	12 295	13 184
2.7 - Pine Forest : Security Service		-	-	-	-	-	-	-	-	-	-	-
2.8 - Pine Forest:Semi Permanent Uni		-	-	-	-	-	-	-	-	-	-	-
2.9 - Pine Forest : Cleaning Service		-	-	-	-	-	-	-	-	-	-	-
2.10 - Pine Forest : Swimming Pool		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Community Services		51 839	51 821	-	-	-	-	-	-	51 821	52 793	56 181
3.1 - Community Halls And Facilities		6 250	6 250	-	-	-	-	-	-	6 250	6 746	7 238
3.2 - Klipriver Park: Administration		1 457	1 457	-	-	-	-	-	-	1 457	1 580	1 709
3.3 - Kliprivirpark:Cleaning Service		-	-	-	-	-	-	-	-	-	-	-
3.4 - Klipriver Park: Swimming Pool		-	-	-	-	-	-	-	-	-	-	-
3.5 - Licensing & Regulation		62	62	-	-	-	-	-	-	62	65	69
3.6 - Enviromental Protection		2 009	2 009	-	-	-	-	-	-	2 009	2 171	2 343
3.7 - Parks		7 529	7 529	-	-	-	-	-	-	7 529	8 084	8 617
3.8 - Traffic		28 022	28 022	-	-	-	-	-	-	28 022	29 733	31 499
3.9 - Disaster Management		77	77	-	-	-	-	-	-	77	80	84
3.10 - Social & Welfare Services		6 433	6 415	-	-	-	-	-	-	6 415	4 333	4 622
Vote 4 - Community Services		19 452	19 470	-	-	-	-	-	-	19 470	20 985	53 362
4.1 - Housing Construction		-	-	-	-	-	-	-	-	-	-	31 030
4.2 - Director: Community Services		1 749	1 749	-	-	-	-	-	-	1 749	1 899	2 062
4.3 - Recreational Land		5 352	5 352	-	-	-	-	-	-	5 352	5 767	6 171
4.4 - Swimming Pools		4 932	4 932	-	-	-	-	-	-	4 932	5 267	5 568
4.5 - Vehicle Licensing & Testing		4 312	4 312	-	-	-	-	-	-	4 312	4 666	5 050
4.6 - Property Maintenance		453	453	-	-	-	-	-	-	453	490	531
4.7 - L E D		2 215	2 233	-	-	-	-	-	-	2 233	2 380	2 554
4.8 - Housing : Maintenance		-	-	-	-	-	-	-	-	-	-	-
4.9 - Thusong Centre		441	441	-	-	-	-	-	-	441	516	396
		-	-	-	-	-	-	-	-	-	-	-

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Vote 5 - Corporate Services		81 238	81 238	-	-	-	-	-	-	81 238	86 290	91 802
5.1 - Property Administration		-	-	-	-	-	-	-	-	-	-	-
5.2 - Information Technology		4 001	4 001	-	-	-	-	-	-	4 001	4 207	4 379
5.3 - Human Resources		37 508	37 508	-	-	-	-	-	-	37 508	39 761	42 483
5.4 - Council Cost		19 731	19 731	-	-	-	-	-	-	19 731	20 774	21 836
5.5 - Town Secretary		1 505	1 505	-	-	-	-	-	-	1 505	1 635	1 776
5.6 - Tourism		897	897	-	-	-	-	-	-	897	938	985
5.7 - Director Corporate Services		1 999	1 999	-	-	-	-	-	-	1 999	2 165	2 346
5.8 - Marketing & Communications		3 969	3 969	-	-	-	-	-	-	3 969	4 286	4 626
5.9 - Administration		11 628	11 628	-	-	-	-	-	-	11 628	12 523	13 372
		-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Technical Services		334 930	334 930	-	-	-	-	2 455	2 455	337 384	362 615	395 085
6.1 - Building Regulations & Enforce		2 884	2 884	-	-	-	-	-	-	2 884	3 115	3 365
6.2 - Electricity: Administration		265 464	265 464	-	-	-	-	2 000	2 000	267 464	290 108	318 497
6.3 - Electricity: Street Lights		-	-	-	-	-	-	-	-	-	-	-
6.4 - Electricity: Distribution		-	-	-	-	-	-	-	-	-	-	-
6.5 - Mechanical Workshop		2 845	2 845	-	-	-	-	-	-	2 845	3 073	3 317
6.6 - Public Toilets		1 875	1 875	-	-	-	-	-	-	1 875	2 029	2 197
6.7 - Sewerage		28 888	28 888	-	-	-	-	-	-	28 888	30 821	32 536
6.8 - Town Planning		2 857	2 857	-	-	-	-	455	455	3 311	1 471	1 594
6.9 - Stormwater Management		6 691	6 691	-	-	-	-	-	-	6 691	7 115	7 483
6.10 - Roads		23 425	23 425	-	-	-	-	-	-	23 425	24 883	26 096
Vote 7 - Technical Services		84 015	84 015	-	-	-	-	-	-	84 015	89 511	94 488
7.1 - Solid Waste (Dumping Site)		16 613	16 613	-	-	-	-	-	-	16 613	17 536	18 369
7.2 - Solid Waste (Garden)		12 000	12 000	-	-	-	-	-	-	12 000	12 902	13 811
7.3 - Solid Waste (Removal)		17 441	17 441	-	-	-	-	-	-	17 441	18 694	19 905
7.4 - Water Storage		4 576	4 576	-	-	-	-	-	-	4 576	4 814	4 955
7.5 - Water Distribution		31 430	31 430	-	-	-	-	-	-	31 430	33 446	35 150
7.6 - Director: Technical Services		1 966	1 966	-	-	-	-	-	-	1 966	2 120	2 299
7.7 - Electricity: Client Services		-	-	-	-	-	-	-	-	-	-	-
7.8 - Electricity: Generation		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - Muncipal Manager		15 685	15 685	-	-	-	-	-	-	15 685	16 769	17 939
8.1 - Municipal Manager		3 683	3 683	-	-	-	-	-	-	3 683	3 945	4 229
8.2 - Property & Legal Services		3 703	3 703	-	-	-	-	-	-	3 703	3 906	4 122
8.3 - IDP		2 290	2 290	-	-	-	-	-	-	2 290	2 456	2 636
8.4 - Project Management		1 310	1 310	-	-	-	-	-	-	1 310	1 420	1 538
8.5 - Performance Management		1 437	1 437	-	-	-	-	-	-	1 437	1 551	1 675
8.6 - Internal Audit		3 263	3 263	-	-	-	-	-	-	3 263	3 490	3 739
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	682 493	682 493	-	-	-	-	5 514	5 514	688 008	729 455	815 938
Surplus/ (Deficit) for the year	2	(13 052)	(13 052)	-	-	-	-	4 589	4 589	(8 463)	33 143	(66 744)

WC022 Witzenberg - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H	+1 2021/22	+2 2022/23
R thousands	1											
Revenue By Source												
Property rates	2	76 388	76 388	-	-	-	-	-	-	76 388	81 736	85 822
Service charges - electricity revenue	2	266 973	266 973	-	-	-	-	-	-	266 973	284 115	312 915
Service charges - water revenue	2	35 137	35 137	-	-	-	-	-	-	35 137	37 630	39 821
Service charges - sanitation revenue	2	18 352	18 352	-	-	-	-	-	-	18 352	19 453	20 425
Service charges - refuse revenue	2	21 271	21 271	-	-	-	-	-	-	21 271	22 547	23 547
Service charges - other		-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		2 663	2 663	-	-	-	-	-	-	2 663	8 342	8 759
Interest earned - external investments		9 129	9 129	-	-	-	-	-	-	9 129	9 586	9 089
Interest earned - outstanding debtors		8 264	8 264	-	-	-	-	-	-	8 264	8 677	9 111
Dividends received		-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		20 456	20 456	-	-	-	-	-	-	20 456	21 479	22 553
Licences and permits		2 010	2 010	-	-	-	-	-	-	2 010	2 111	2 216
Agency services		3 854	3 854	-	-	-	-	-	-	3 854	4 046	4 249
Transfers and subsidies		116 989	116 989	-	-	-	-	3 354	3 354	120 343	125 089	166 900
Other revenue	2	9 240	9 240	-	-	-	-	-	-	9 240	11 847	9 632
Gains on disposal of PPE		(0)	(0)	-	-	-	-	-	-	(0)	(0)	-
Total Revenue (excluding capital transfers and contributions)		590 725	590 725	-	-	-	-	3 354	3 354	594 079	636 657	715 040
Expenditure By Type												
Employee related costs		226 182	226 182	-	-	-	-	-	-	226 182	242 401	262 678
Remuneration of councillors		12 032	12 032	-	-	-	-	-	-	12 032	12 633	13 265
Debt impairment		44 688	44 688	-	-	-	-	-	-	44 688	47 670	50 416
Depreciation & asset impairment		40 688	40 688	-	-	-	-	-	-	40 688	42 918	42 918
Finance charges		9 181	9 181	-	-	-	-	-	-	9 181	9 635	10 108
Bulk purchases		232 760	232 760	-	-	-	-	-	-	232 760	252 871	279 144
Other materials		19 528	18 913	-	-	-	-	1 183	1 183	20 096	20 425	21 410
Contracted services		48 486	49 101	-	-	-	-	4 081	4 081	53 182	52 008	54 155
Transfers and subsidies		2 179	2 179	-	-	-	-	-	-	2 179	1 859	32 976
Other expenditure		46 770	46 770	-	-	-	-	250	250	47 020	47 035	48 867
Loss on disposal of PPE		0	0	-	-	-	-	-	-	0	0	-
Total Expenditure		682 493	682 493	-	-	-	-	5 514	5 514	688 008	729 455	815 938
Surplus/(Deficit)		(91 768)	(91 768)	-	-	-	-	(2 160)	(2 160)	(93 928)	(92 798)	(100 898)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		78 716	78 716	-	-	-	-	6 248	6 248	84 964	120 459	28 167
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-	501	501	501	-	-
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) before taxation		(13 052)	(13 052)	-	-	-	-	4 589	4 589	(8 463)	27 661	(72 732)
Taxation		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		(13 052)	(13 052)	-	-	-	-	4 589	4 589	(8 463)	27 661	(72 732)
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		(13 052)	(13 052)	-	-	-	-	4 589	4 589	(8 463)	27 661	(72 732)
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		(13 052)	(13 052)	-	-	-	-	4 589	4 589	(8 463)	27 661	(72 732)

WC022 Witzenberg - Table B5 Adjustments Capital Expenditure Budget by vote and funding - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	+1 2021/22	+2 2022/23
R thousands												
Capital expenditure - Vote												
Multi-year expenditure to be adjusted												
	2											
Vote 1 - Financial Services		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Community Services		-	-	-	-	-	-	64	64	64	-	-
Vote 3 - Community Services		-	-	-	-	-	-	-	-	-	-	-
Vote 4 - Community Services		870	870	-	-	-	-	-	-	870	-	-
Vote 5 - Corporate Services		-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Technical Services		30 667	29 417	-	-	-	-	-	-	29 417	36 025	7 565
Vote 7 - Technical Services		26 288	26 288	-	-	-	-	656	656	26 943	41 096	-
Vote 8 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	3	57 824	56 574	-	-	-	-	720	720	57 293	77 121	7 565
Single-year expenditure to be adjusted												
	2											
Vote 1 - Financial Services		-	-	-	-	-	-	102	102	102	-	-
Vote 2 - Community Services		-	-	-	-	-	-	722	722	722	137	5 619
Vote 3 - Community Services		620	620	-	-	-	-	410	410	1 030	-	80
Vote 4 - Community Services		30	30	-	-	-	-	1 478	1 478	1 508	-	30
Vote 5 - Corporate Services		1 050	1 948	-	-	-	-	2 280	2 280	4 228	-	600
Vote 6 - Technical Services		18 775	19 128	-	-	-	-	5 378	5 378	24 506	45 658	14 919
Vote 7 - Technical Services		10 465	10 465	-	-	-	-	501	501	10 966	11 279	9 526
Vote 8 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		30 940	32 190	-	-	-	-	10 872	10 872	43 063	57 075	30 774
Total Capital Expenditure - Vote		88 764	88 764	-	-	-	-	11 592	11 592	100 356	134 196	38 340

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	+1 2021/22	+2 2022/23
R thousands												
Capital Expenditure - Functional												
Governance and administration		1 400	1 400	-	-	-	-	2 402	2 402	3 802	-	600
Executive and council		600	600	-	-	-	-	850	850	1 450	-	-
Finance and administration		800	800	-	-	-	-	1 552	1 552	2 352	-	600
Internal audit		-	-	-	-	-	-	-	-	-	-	-
Community and public safety		1 520	1 520	-	-	-	-	1 196	1 196	2 716	137	5 729
Community and social services		580	580	-	-	-	-	410	410	990	137	4 859
Sport and recreation		940	940	-	-	-	-	-	-	940	-	70
Public safety		-	-	-	-	-	-	786	786	786	-	800
Housing		-	-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		20 245	19 347	-	-	-	-	6 401	6 401	25 748	53 978	12 984
Planning and development		-	-	-	-	-	-	1 478	1 478	1 478	-	-
Road transport		20 245	19 347	-	-	-	-	4 924	4 924	24 271	53 978	12 984
Environmental protection		-	-	-	-	-	-	-	-	-	-	-
Trading services		65 600	66 497	-	-	-	-	1 592	1 592	68 089	80 080	19 026
Energy sources		2 500	2 500	-	-	-	-	435	435	2 935	5 065	8 000
Water management		27 396	28 294	-	-	-	-	-	-	28 294	39 990	9 526
Waste water management		26 347	26 347	-	-	-	-	-	-	26 347	22 640	1 500
Waste management		9 356	9 356	-	-	-	-	1 157	1 157	10 513	12 384	-
Other		-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional	3	88 764	88 764	-	-	-	-	11 592	11 592	100 356	134 196	38 340
Funded by:												
National Government		35 763	35 763	-	-	-	-	-	-	35 763	40 614	25 237
Provincial Government		42 954	42 954	-	-	-	-	5 645	5 645	48 599	79 845	2 930
District Municipality		-	-	-	-	-	-	602	602	602	-	-
Other transfers and grants		-	-	-	-	-	-	501	501	501	-	-
Transfers recognised - capital	4	78 716	78 716	-	-	-	-	6 749	6 749	85 465	120 459	28 167
Public contributions & donations		-	-	-	-	-	-	-	-	-	-	-
Borrowing		-	-	-	-	-	-	-	-	-	-	-
Internally generated funds		10 048	10 048	-	-	-	-	4 843	4 843	14 891	13 737	10 173
Total Capital Funding		88 764	88 764	-	-	-	-	11 592	11 592	100 356	134 196	38 340

WC022 Witzberg - Table B5 Adjustments Capital Expenditure Budget by vote and funding - B - 25 Augustus

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
Capital expenditure - Municipal Vote												
Multi-year expenditure appropriation	2											
Vote 1 - Financial Services		-	-	-	-	-	-	-	-	-	-	-
1.1 - Assessment Rates		-	-	-	-	-	-	-	-	-	-	-
1.2 - Treasury: Administration		-	-	-	-	-	-	-	-	-	-	-
1.3 - Treasury: Debtors		-	-	-	-	-	-	-	-	-	-	-
1.4 - Treasury: Credit controle		-	-	-	-	-	-	-	-	-	-	-
1.5 - Supply Chain Management		-	-	-	-	-	-	-	-	-	-	-
1.6 - Director: Finance		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Community Services		-	-	-	-	-	-	64	64	64	-	-
2.1 - Cemeteries		-	-	-	-	-	-	-	-	-	-	-
2.2 - Controle Centre		-	-	-	-	-	-	-	-	-	-	-
2.3 - Housing: Administration		-	-	-	-	-	-	-	-	-	-	-
2.4 - Library Services		-	-	-	-	-	-	-	-	-	-	-
2.5 - Fire Protection Services		-	-	-	-	-	-	64	64	64	-	-
2.6 - Pine Forest : Administration		-	-	-	-	-	-	-	-	-	-	-
2.7 - Pine Forest : Security Service		-	-	-	-	-	-	-	-	-	-	-
2.8 - Pine Forest:Semi Permanent Uni		-	-	-	-	-	-	-	-	-	-	-
2.9 - Pine Forest : Cleaning Service		-	-	-	-	-	-	-	-	-	-	-
2.10 - Pine Forest : Swimming Pool		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Community Services		-	-	-	-	-	-	-	-	-	-	-
3.1 - Community Halls And Facilities		-	-	-	-	-	-	-	-	-	-	-
3.2 - Klipriver Park: Administration		-	-	-	-	-	-	-	-	-	-	-
3.3 - Kliprivirpark:Cleaning Service		-	-	-	-	-	-	-	-	-	-	-
3.4 - Klipriver Park: Swimming Pool		-	-	-	-	-	-	-	-	-	-	-
3.5 - Licensing & Regulation		-	-	-	-	-	-	-	-	-	-	-
3.6 - Enviromental Protection		-	-	-	-	-	-	-	-	-	-	-
3.7 - Parks		-	-	-	-	-	-	-	-	-	-	-
3.8 - Traffic		-	-	-	-	-	-	-	-	-	-	-
3.9 - Disaster Management		-	-	-	-	-	-	-	-	-	-	-
3.10 - Social & Welfare Services		-	-	-	-	-	-	-	-	-	-	-

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Vote 4 - Community Services		870	870	-	-	-	-	-	-	870	-	-
4.1 - Housing Construction		-	-	-	-	-	-	-	-	-	-	-
4.2 - Director: Community Services		-	-	-	-	-	-	-	-	-	-	-
4.3 - Recreational Land		870	870	-	-	-	-	-	-	870	-	-
4.4 - Swimming Pools		-	-	-	-	-	-	-	-	-	-	-
4.5 - Vehicle Licensing & Testing		-	-	-	-	-	-	-	-	-	-	-
4.6 - Property Maintenance		-	-	-	-	-	-	-	-	-	-	-
4.7 - L E D		-	-	-	-	-	-	-	-	-	-	-
4.8 - Housing : Maintenance		-	-	-	-	-	-	-	-	-	-	-
4.9 - Thusong Centre		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Corporate Services		-	-	-	-	-	-	-	-	-	-	-
5.1 - Property Administration		-	-	-	-	-	-	-	-	-	-	-
5.2 - Information Tecnology		-	-	-	-	-	-	-	-	-	-	-
5.3 - Human Resources		-	-	-	-	-	-	-	-	-	-	-
5.4 - Council Cost		-	-	-	-	-	-	-	-	-	-	-
5.5 - Town Secretary		-	-	-	-	-	-	-	-	-	-	-
5.6 - Tourism		-	-	-	-	-	-	-	-	-	-	-
5.7 - Director Corporate Services		-	-	-	-	-	-	-	-	-	-	-
5.8 - Marketing & Communications		-	-	-	-	-	-	-	-	-	-	-
5.9 - Administration		-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Technical Services		30 667	29 417	-	-	-	-	-	-	29 417	36 025	7 565
6.1 - Building Regulations & Enforce		-	-	-	-	-	-	-	-	-	-	-
6.2 - Electricity: Administration		2 500	1 250	-	-	-	-	-	-	1 250	500	4 000
6.3 - Electricity: Street Lights		-	-	-	-	-	-	-	-	-	1 565	-
6.4 - Electricity: Distribution		-	-	-	-	-	-	-	-	-	-	-
6.5 - Mechanical Workshop		-	-	-	-	-	-	-	-	-	-	-
6.6 - Public Toilets		-	-	-	-	-	-	-	-	-	-	-
6.7 - Sewerage		-	-	-	-	-	-	-	-	-	11 320	-
6.8 - Town Planning		-	-	-	-	-	-	-	-	-	-	-
6.9 - Stormwater Management		13 819	13 819	-	-	-	-	-	-	13 819	11 320	-
6.10 - Roads		14 347	14 347	-	-	-	-	-	-	14 347	11 320	3 565

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Vote 7 - Technical Services		26 288	26 288	-	-	-	656	656	26 943	41 096	-	
7.1 - Solid Waste (Dumping Site)		9 366	9 366	-	-	-	656	656	10 012	12 384	-	
7.2 - Solid Waste (Garden)		-	-	-	-	-	-	-	-	-	-	
7.3 - Solid Waste (Removal)		-	-	-	-	-	-	-	-	-	-	
7.4 - Water Storage		-	-	-	-	-	-	-	-	-	-	
7.5 - Water Distribution		16 931	16 931	-	-	-	-	-	16 931	28 711	-	
7.6 - Director: Technical Services		-	-	-	-	-	-	-	-	-	-	
7.7 - Electricity: Client Services		-	-	-	-	-	-	-	-	-	-	
7.8 - Electricity: Generation		-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	
Vote 8 - Muncipal Manager		-	-	-	-	-	-	-	-	-	-	
8.1 - Muncipal Manager		-	-	-	-	-	-	-	-	-	-	
8.2 - Property & Legal Services		-	-	-	-	-	-	-	-	-	-	
8.3 - IDP		-	-	-	-	-	-	-	-	-	-	
8.4 - Project Management		-	-	-	-	-	-	-	-	-	-	
8.5 - Performance Management		-	-	-	-	-	-	-	-	-	-	
8.6 - Internal Audit		-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	
Capital multi-year expenditure sub-total		57 824	56 574	-	-	-	720	720	57 293	77 121	7 565	

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands		A	A1	B	C	D	E	F	G	H		
Capital expenditure - Municipal Vote	2											
Single-year expenditure appropriation												
Vote 1 - Financial Services		-	-	-	-	-	-	102	102	102	-	-
1.1 - Assessment Rates		-	-	-	-	-	-	-	-	-	-	-
1.2 - Treasury: Administration		-	-	-	-	-	-	102	102	102	-	-
1.3 - Treasury: Debtors		-	-	-	-	-	-	-	-	-	-	-
1.4 - Treasury: Credit controle		-	-	-	-	-	-	-	-	-	-	-
1.5 - Supply Chain Management		-	-	-	-	-	-	-	-	-	-	-
1.6 - Director: Finance		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Community Services		-	-	-	-	-	-	722	722	722	137	5 619
2.1 - Cemeteries		-	-	-	-	-	-	-	-	-	137	4 819
2.2 - Controle Centre		-	-	-	-	-	-	-	-	-	-	-
2.3 - Housing: Administration		-	-	-	-	-	-	-	-	-	-	-
2.4 - Library Services		-	-	-	-	-	-	-	-	-	-	-
2.5 - Fire Protection Services		-	-	-	-	-	-	722	722	722	-	800
2.6 - Pine Forest : Administration		-	-	-	-	-	-	-	-	-	-	-
2.7 - Pine Forest : Security Service		-	-	-	-	-	-	-	-	-	-	-
2.8 - Pine Forest:Semi Permanent Uni		-	-	-	-	-	-	-	-	-	-	-
2.9 - Pine Forest : Cleaning Service		-	-	-	-	-	-	-	-	-	-	-
2.10 - Pine Forest : Swimming Pool		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Community Services		620	620	-	-	-	-	410	410	1 030	-	80
3.1 - Community Halls And Facilities		580	580	-	-	-	-	410	410	990	-	40
3.2 - Klipriver Park: Administration		-	-	-	-	-	-	-	-	-	-	-
3.3 - Kliprivirpark:Cleaning Service		-	-	-	-	-	-	-	-	-	-	-
3.4 - Klipriver Park: Swimming Pool		-	-	-	-	-	-	-	-	-	-	-
3.5 - Licensing & Regulation		-	-	-	-	-	-	-	-	-	-	-
3.6 - Enviromental Protection		-	-	-	-	-	-	-	-	-	-	-
3.7 - Parks		40	40	-	-	-	-	-	-	40	-	40
3.8 - Traffic		-	-	-	-	-	-	-	-	-	-	-
3.9 - Disaster Management		-	-	-	-	-	-	-	-	-	-	-
3.10 - Social & Welfare Services		-	-	-	-	-	-	-	-	-	-	-

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Vote 4 - Community Services		30	30	-	-	-	-	1 478	1 478	1 508	-	30
4.1 - Housing Construction		-	-	-	-	-	-	-	-	-	-	-
4.2 - Director: Community Services		-	-	-	-	-	-	-	-	-	-	-
4.3 - Recreational Land		30	30	-	-	-	-	-	-	30	-	30
4.4 - Swimming Pools		-	-	-	-	-	-	-	-	-	-	-
4.5 - Vehicle Licensing & Testing		-	-	-	-	-	-	-	-	-	-	-
4.6 - Property Maintenance		-	-	-	-	-	-	-	-	-	-	-
4.7 - L E D		-	-	-	-	-	-	1 478	1 478	1 478	-	-
4.8 - Housing : Maintenance		-	-	-	-	-	-	-	-	-	-	-
4.9 - Thusong Centre		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Corporate Services		1 050	1 948	-	-	-	-	2 280	2 280	4 228	-	600
5.1 - Property Administration		-	-	-	-	-	-	-	-	-	-	-
5.2 - Information Tecnology		450	450	-	-	-	-	-	-	450	-	600
5.3 - Human Resources		-	-	-	-	-	-	-	-	-	-	-
5.4 - Council Cost		600	1 498	-	-	-	-	850	850	2 348	-	-
5.5 - Town Secretary		-	-	-	-	-	-	-	-	-	-	-
5.6 - Tourism		-	-	-	-	-	-	-	-	-	-	-
5.7 - Director Corporate Services		-	-	-	-	-	-	-	-	-	-	-
5.8 - Marketing & Communications		-	-	-	-	-	-	-	-	-	-	-
5.9 - Administration		-	-	-	-	-	-	1 430	1 430	1 430	-	-
Vote 6 - Technical Services		18 775	19 128	-	-	-	-	5 378	5 378	24 506	45 658	14 919
6.1 - Building Regulations & Enforce		-	-	-	-	-	-	-	-	-	-	-
6.2 - Electricity: Administration		-	1 250	-	-	-	-	435	435	1 685	3 000	4 000
6.3 - Electricity: Street Lights		-	-	-	-	-	-	-	-	-	-	-
6.4 - Electricity: Distribution		-	-	-	-	-	-	-	-	-	-	-
6.5 - Mechanical Workshop		350	350	-	-	-	-	20	20	370	-	-
6.6 - Public Toilets		-	-	-	-	-	-	-	-	-	-	-
6.7 - Sewerage		12 528	12 528	-	-	-	-	-	-	12 528	-	1 500
6.8 - Town Planning		-	-	-	-	-	-	-	-	-	-	-
6.9 - Stormwater Management		-	-	-	-	-	-	-	-	-	-	-
6.10 - Roads		5 897	5 000	-	-	-	-	4 924	4 924	9 923	42 658	9 419

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Vote 7 - Technical Services		10 465	10 465	-	-	-	-	501	501	10 966	11 279	9 526
7.1 - Solid Waste (Dumping Site)		-	-	-	-	-	-	-	-	-	-	-
7.2 - Solid Waste (Garden)		-	-	-	-	-	-	-	-	-	-	-
7.3 - Solid Waste (Removal)		-	-	-	-	-	-	501	501	501	-	-
7.4 - Water Storage		-	-	-	-	-	-	-	-	-	11 279	-
7.5 - Water Distribution		10 465	10 465	-	-	-	-	-	-	10 465	-	9 526
7.6 - Director: Technical Services		-	-	-	-	-	-	-	-	-	-	-
7.7 - Electricity: Client Services		-	-	-	-	-	-	-	-	-	-	-
7.8 - Electricity: Generation		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		30 940	32 190	-	-	-	-	10 872	10 872	43 063	57 075	30 774
Total Capital Expenditure		88 764	88 764	-	-	-	-	11 592	11 592	100 356	134 196	38 340

WC022 Witzberg - Table B6 Adjustments Budget Financial Position - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
R thousands												
ASSETS												
Current assets												
Cash		38 462	114 319	-	-	-	-	(7 003)	(7 003)	107 316	88 606	66 098
Call investment deposits	1	-	-	-	-	-	-	-	-	-	-	-
Consumer debtors	1	38 038	63 257	-	-	-	-	0	0	63 257	51 741	38 692
Other debtors		20 630	3 520	-	-	-	-	-	-	3 520	4 415	6 104
Current portion of long-term receivables		-	-	-	-	-	-	-	-	-	-	-
Inventory		11 693	11 464	-	-	-	-	-	-	11 464	11 464	11 464
Total current assets		108 824	192 559	-	-	-	-	(7 003)	(7 003)	185 556	156 225	122 358
Non current assets												
Long-term receivables		-	-	-	-	-	-	-	-	-	-	-
Investments		-	-	-	-	-	-	-	-	-	-	-
Investment property		44 492	44 325	-	-	-	-	-	-	44 325	44 325	44 325
Investment in Associate		-	-	-	-	-	-	-	-	-	-	-
Property, plant and equipment	1	1 002 139	997 083	-	-	-	-	8 114	8 114	1 005 197	1 096 474	1 091 896
Agricultural		-	-	-	-	-	-	-	-	-	-	-
Biological		-	-	-	-	-	-	-	-	-	-	-
Intangible		2 029	2 606	-	-	-	-	-	-	2 606	2 606	2 606
Other non-current assets		550	550	-	-	-	-	-	-	550	550	550
Total non current assets		1 049 210	1 044 563	-	-	-	-	8 114	8 114	1 052 677	1 143 955	1 139 376
TOTAL ASSETS		1 158 034	1 237 123	-	-	-	-	1 111	1 111	1 238 234	1 300 180	1 261 734
LIABILITIES												
Current liabilities												
Bank overdraft		-	-	-	-	-	-	-	-	-	-	-
Borrowing		-	-	-	-	-	-	-	-	-	-	-
Consumer deposits		7 150	7 544	-	-	-	-	-	-	7 544	7 544	7 544
Trade and other payables		47 310	141 209	-	-	-	-	-	-	141 209	141 209	141 209
Provisions		76 091	56 427	-	-	-	-	-	-	56 427	83 238	110 049
Total current liabilities		130 550	205 180	-	-	-	-	-	-	205 180	231 991	258 802
Non current liabilities												
Borrowing	1	4 722	4 588	-	-	-	-	-	-	4 588	4 588	4 588
Provisions	1	180 655	165 513	-	-	-	-	-	-	165 513	172 988	180 463
Total non current liabilities		185 377	170 101	-	-	-	-	-	-	170 101	177 576	185 050
TOTAL LIABILITIES		315 927	375 281	-	-	-	-	-	-	375 281	409 566	443 852
NET ASSETS	2	842 106	861 842	-	-	-	-	1 111	1 111	862 953	890 614	817 882
COMMUNITY WEALTH/EQUITY												
Accumulated Surplus/(Deficit)		831 751	851 487	-	-	-	-	1 111	1 111	852 598	880 259	807 527
Reserves		10 355	10 355	-	-	-	-	-	-	10 355	10 355	10 355
Minorities' interests		-	-	-	-	-	-	-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY		842 106	861 842	-	-	-	-	1 111	1 111	862 953	890 613	817 882

WC022 Witzenberg - Table B7 Adjustments Budget Cash Flows - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H	+1 2021/22	+2 2022/23
R thousands												
CASH FLOW FROM OPERATING ACTIVITIES												
Receipts												
Property rates		72 569	72 569	-	-	-	-	-	-	72 569	77 649	81 531
Service charges		315 962	335 325	-	-	-	-	-	-	335 325	356 922	389 389
Other revenue		21 754	21 754	-	-	-	(0)	(0)	(0)	21 753	27 760	26 341
Government - operating	1	116 989	116 989	-	-	-	2 899	2 899	119 888	125 089	166 900	
Government - capital	1	78 716	78 716	-	-	-	3 271	3 271	81 987	120 459	28 167	
Interest		17 393	11 608	-	-	-	-	-	11 608	12 189	11 822	
Dividends		-	-	-	-	-	-	-	-	-	-	
Payments												
Suppliers and employees		(557 432)	(558 947)	-	-	-	(5 059)	(5 059)	(564 006)	(600 562)	(652 709)	
Finance charges		(1 332)	(1 706)	-	-	-	-	-	(1 706)	(2 160)	(2 633)	
Transfers and Grants	1	(2 179)	(2 179)	-	-	-	-	-	(2 179)	(1 859)	(32 976)	
NET CASH FROM/(USED) OPERATING ACTIVITIES		62 440	74 129	-	-	-	1 111	1 111	75 240	115 485	15 832	
CASH FLOWS FROM INVESTING ACTIVITIES												
Receipts												
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current debtors		-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables		-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-	-
Payments												
Capital assets		(88 764)	(88 764)	-	-	-	(8 114)	(8 114)	(96 878)	(134 196)	(38 340)	
NET CASH FROM/(USED) INVESTING ACTIVITIES		(88 764)	(88 764)	-	-	-	(8 114)	(8 114)	(96 878)	(134 196)	(38 340)	
CASH FLOWS FROM FINANCING ACTIVITIES												
Receipts												
Short term loans		-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-	-	-	-	-
Payments												
Repayment of borrowing		(1 500)	-	-	-	-	-	-	-	-	-	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(1 500)	-	-	-	-	-	-	-	-	-	-
NET INCREASE/ (DECREASE) IN CASH HELD		(27 824)	(14 635)	-	-	-	(7 003)	(7 003)	(21 638)	(18 710)	(22 508)	
Cash/cash equivalents at the year begin:	2	66 287	128 954	-	-	-	-	-	128 954	107 316	88 606	
Cash/cash equivalents at the year end:	2	38 463	114 319	-	-	-	(7 003)	(7 003)	107 316	88 606	66 098	

WC022 Witzenberg - Table B8 Cash backed reserves/accumulated surplus reconciliation - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H	+1 2021/22	+2 2022/23
R thousands												
Cash and investments available												
Cash/cash equivalents at the year end	1	38 463	114 319	-	-	-	-	(7 003)	(7 003)	107 316	88 606	66 098
Other current investments > 90 days		(0)	-	-	-	-	-	-	-	-	-	-
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-	-	-
Cash and investments available:		38 462	114 319	-	-	-	-	(7 003)	(7 003)	107 316	88 606	66 098
Applications of cash and investments												
Unspent conditional transfers		-	-	-	-	-	-	-	-	-	-	-
Unspent borrowing		957	957	-	-	-	-	-	-	957	1 001	1 051
Statutory requirements		-	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	2	(4 499)	79 457	-	-	-	-	(0)	(0)	79 457	89 489	99 886
Other provisions		15	15	-	-	-	-	-	-	15	15	16
Long term investments committed		-	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments		862 815	882 551	-	-	-	-	1 111	1 111	883 662	911 323	838 591
Total Application of cash and investments:		859 288	962 980	-	-	-	-	1 111	1 111	964 091	1 001 829	939 545
Surplus(shortfall)		(820 826)	(848 661)	-	-	-	-	(8 114)	(8 114)	(856 775)	(913 223)	(873 447)

References

1. Must reconcile with the Adjustments Budget Cash Flow and Adjustments Budget Financial Position
2. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)
3. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
4. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
5. Increases of funds approved under MFMA section 31
6. Adjustments approved in accordance with MFMA section 29
7. Adjustments to transfers from National or Provincial Government
8. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction
9. G = B + C + D + E + F
10. Adjusted Budget H = (A or A1/2 etc) + G

<u>Other working capital requirements</u>		
Debtors	51 809	61 752
Creditors due	47 310	141 209
Total	4 499	(79 457)

61 752	51 720	41 323
141 209	141 209	141 209
(79 457)	(89 489)	(99 886)

<u>Debtors collection assumptions:</u>		
Balance outstanding - debtors	58 669	66 777
Estimate of debtors collection rate	88%	92%

66 777	56 156	44 796
92%	92%	92%

Description	Ref	Budget Year 2020/21								Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H	+1 2021/22	+2 2022/23
R thousands												
<u>Long term investments committed</u>												
<i>Balance (Insert description; eg sinking fund)</i>												
Bankers Acceptance Certificate		-	-	-	-	-	-	-	-	-	-	-
Deposit Taking Institutions		-	-	-	-	-	-	-	-	-	-	-
Bank Repurchase Agreements		-	-	-	-	-	-	-	-	-	-	-
Derivative Financial Assets		-	-	-	-	-	-	-	-	-	-	-
Guaranteed Endowment Policies (Sinking)		-	-	-	-	-	-	-	-	-	-	-
Listed/Unlisted Bonds and Stocks		-	-	-	-	-	-	-	-	-	-	-
Municipal Bonds		-	-	-	-	-	-	-	-	-	-	-
National Government Securities		-	-	-	-	-	-	-	-	-	-	-
Negotiable Certificate of Deposits: Banks		-	-	-	-	-	-	-	-	-	-	-
Unamortised Debt Expense		-	-	-	-	-	-	-	-	-	-	-
Unamortised Preference Share Expense		-	-	-	-	-	-	-	-	-	-	-
Interest Rate Swaps		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
<u>Reserves to be backed by cash/investments</u>												
Housing Development Fund												
Capital replacement		10 355	10 355							10 355	10 355	10 355
Self-insurance												
Other reserves (list)												
Compensation for Occupational Injuries and Diseases												
Employee Benefit Reserve		10 355	10 355							10 355	10 355	10 355
Non-current Provisions Reserve		842 106	861 842					1 111	1 111	862 953	890 613	817 882
Valuation Reserve												
Investment in associate account												
Capitalisation Reserve												
Revaluation												
		862 815	882 551	-	-	-	-	1 111	1 111	883 662	911 323	838 591

WC022 Witzenberg - Table B9 Asset Management - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	+1 2021/22	+2 2022/23
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
CAPITAL EXPENDITURE												
Total New Assets, to be adjusted	1	74 627	76 774	-	-	-	-	5 238	5 238	82 013	46 866	26 747
<i>Roads Infrastructure</i>		13 417	13 417	-	-	-	-	-	-	13 417	935	1 565
<i>Storm water Infrastructure</i>		13 819	13 819	-	-	-	-	-	-	13 819	-	-
<i>Electrical Infrastructure</i>		-	1 250	-	-	-	-	435	435	1 685	4 565	4 000
<i>Water Supply Infrastructure</i>		26 896	26 896	-	-	-	-	-	-	26 896	28 670	8 026
<i>Sanitation Infrastructure</i>		10 228	10 228	-	-	-	-	-	-	10 228	-	-
<i>Solid Waste Infrastructure</i>		9 356	9 356	-	-	-	-	1 157	1 157	10 513	12 384	-
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		73 717	74 967	-	-	-	-	1 592	1 592	76 558	46 555	13 591
<i>Community Facilities</i>		-	-	-	-	-	-	1 478	1 478	1 478	311	11 645
<i>Sport and Recreation Facilities</i>		30	30	-	-	-	-	-	-	30	-	30
Community Assets		30	30	-	-	-	-	1 478	1 478	1 508	311	11 675
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
<i>Revenue Generating</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Non-revenue Generating</i>		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
<i>Operational Buildings</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Housing</i>		-	-	-	-	-	-	-	-	-	-	-
Other Assets	6	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
<i>Servitudes</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Licences and Rights</i>		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
<i>Computer Equipment</i>		450	450	-	-	-	-	0	0	450	-	600
<i>Furniture and Office Equipment</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Machinery and Equipment</i>		430	1 328	-	-	-	-	1 447	1 447	2 775	-	80
<i>Transport Assets</i>		-	-	-	-	-	-	722	722	722	-	800
<i>Libraries</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Zoo's, Marine and Non-biological Animals</i>		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21								Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H	+1 2021/22	+2 2022/23
R thousands												
Total Renewal of Existing Assets to be adjusted	2	4 900	4 900	-	-	-	-	1 430	1 430	6 330	-	5 000
Roads Infrastructure		1 800	1 800	-	-	-	-	-	-	1 800	-	2 000
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		500	500	-	-	-	-	-	-	500	-	1 500
Sanitation Infrastructure		2 000	2 000	-	-	-	-	-	-	2 000	-	1 500
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		4 300	4 300	-	-	-	-	-	-	4 300	-	5 000
Community Facilities		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-	-	-
Community Assets		-	-	-	-	-	-	-	-	-	-	-
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		600	600	-	-	-	-	1 430	1 430	2 030	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets	6	600	600	-	-	-	-	1 430	1 430	2 030	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21								Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H	+1 2021/22	+2 2022/23
R thousands												
Total Upgrading of Existing Assets, to be adjusted	2a	9 237	7 090	-	-	-	-	4 924	4 924	12 013	87 330	6 593
Roads Infrastructure		5 028	4 130	-	-	-	-	4 924	4 924	9 054	52 870	2 593
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	11 320	-
Electrical Infrastructure		2 500	1 250	-	-	-	-	-	-	1 250	500	4 000
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	11 320	-
Sanitation Infrastructure		840	840	-	-	-	-	-	-	840	11 320	-
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		8 368	6 220	-	-	-	-	4 924	4 924	11 144	87 330	6 593
Community Facilities		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		870	870	-	-	-	-	-	-	870	-	-
Community Assets		870	870	-	-	-	-	-	-	870	-	-
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets	6	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H	+1 2021/22	+2 2022/23
R thousands												
Total Capital Expenditure to be adjusted	4											
Roads Infrastructure		20 245	19 347	-	-	-	-	4 924	4 924	24 271	53 804	6 158
Storm water Infrastructure		13 819	13 819	-	-	-	-	-	-	13 819	11 320	-
Electrical Infrastructure		2 500	2 500	-	-	-	-	435	435	2 935	5 065	8 000
Water Supply Infrastructure		27 396	27 396	-	-	-	-	-	-	27 396	39 990	9 526
Sanitation Infrastructure		13 068	13 068	-	-	-	-	-	-	13 068	11 320	1 500
Solid Waste Infrastructure		9 356	9 356	-	-	-	-	1 157	1 157	10 513	12 384	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		86 384	85 487	-	-	-	-	6 516	6 516	92 002	133 884	25 184
Community Facilities		-	-	-	-	-	-	1 478	1 478	1 478	311	11 645
Sport and Recreation Facilities		900	900	-	-	-	-	-	-	900	-	30
Community Assets		900	900	-	-	-	-	1 478	1 478	2 377	311	11 675
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		600	600	-	-	-	-	1 430	1 430	2 030	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets		600	600	-	-	-	-	1 430	1 430	2 030	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		450	450	-	-	-	-	0	0	450	-	600
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		430	1 328	-	-	-	-	1 447	1 447	2 775	-	80
Transport Assets		-	-	-	-	-	-	722	722	722	-	800
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE to be adjusted	4	88 764	88 764	-	-	-	-	11 592	11 592	100 356	134 196	38 340

Description	Ref	Budget Year 2020/21								Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H	+1 2021/22	+2 2022/23
R thousands												
ASSET REGISTER SUMMARY - PPE (WDV)	5											
<i>Roads Infrastructure</i>		157 605	157 605	-	-	-	-	8 402	8 402	166 007	196 302	155 308
<i>Storm water Infrastructure</i>		99 612	99 612	-	-	-	-	-	-	99 612	99 095	87 775
<i>Electrical Infrastructure</i>		61 221	61 221	-	-	-	-	435	435	61 656	67 994	69 929
<i>Water Supply Infrastructure</i>		172 067	172 067	-	-	-	-	-	-	172 067	190 129	177 066
<i>Sanitation Infrastructure</i>		156 448	156 448	-	-	-	-	-	-	156 448	161 361	151 541
<i>Solid Waste Infrastructure</i>		28 535	28 535	-	-	-	-	1 157	1 157	29 692	33 217	20 833
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		2 023	2 023	-	-	-	-	-	-	2 023	2 023	2 023
Infrastructure		677 511	677 511	-	-	-	-	9 994	9 994	687 505	750 122	664 466
Community Assets		62 538	62 538	-	-	-	-	1 478	1 478	64 016	65 632	70 343
Heritage Assets		550	550	-	-	-	-	-	-	550	550	550
Investment properties		43 789	43 789	-	-	-	-	-	-	43 789	44 492	44 492
Other Assets		180 777	180 777	-	-	-	-	1 430	1 430	182 207	187 640	170 249
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		1 652	1 652	-	-	-	-	-	-	1 652	2 029	2 029
Computer Equipment		69	69	-	-	-	-	-	-	69	2 055	2 655
Furniture and Office Equipment		1 700	1 700	-	-	-	-	-	-	1 700	1 688	1 688
Machinery and Equipment		6 518	6 518	-	-	-	-	1 447	1 447	7 964	7 014	8 094
Transport Assets		(2 175)	(2 175)	-	-	-	-	722	722	(1 453)	(2 175)	(1 375)
Libraries		75 906	75 906	-	-	-	-	-	-	75 906	75 906	75 906
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	1 048 835	1 048 835	-	-	-	-	15 070	15 070	1 063 904	1 134 954	1 039 098

Description	Ref	Budget Year 2020/21								Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H	+1 2021/22	+2 2022/23
R thousands												
EXPENDITURE OTHER ITEMS												
Depreciation & asset impairment		40 688	40 688	-	-	-	-	-	-	40 688	42 918	42 918
Repairs and Maintenance by asset class	3	18 282	18 582	-	-	-	-	-	-	18 582	19 454	20 350
Roads Infrastructure		6 864	6 864	-	-	-	-	-	-	6 864	7 182	7 542
Storm water Infrastructure		2 044	2 044	-	-	-	-	-	-	2 044	2 130	2 224
Electrical Infrastructure		1 931	2 231	-	-	-	-	-	-	2 231	2 059	2 129
Water Supply Infrastructure		1 270	1 270	-	-	-	-	-	-	1 270	1 329	1 395
Sanitation Infrastructure		2 151	2 151	-	-	-	-	-	-	2 151	2 255	2 367
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		14 259	14 559	-	-	-	-	-	-	14 559	14 955	15 658
Community Facilities		581	581	-	-	-	-	-	-	581	607	637
Sport and Recreation Facilities		400	400	-	-	-	-	-	-	400	419	440
Community Assets		981	981	-	-	-	-	-	-	981	1 026	1 077
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		338	338	-	-	-	-	-	-	338	361	386
Housing		157	157	-	-	-	-	-	-	157	165	173
Other Assets		495	495	-	-	-	-	-	-	495	526	559
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		328	328	-	-	-	-	-	-	328	345	362
Furniture and Office Equipment		37	37	-	-	-	-	-	-	37	39	41
Machinery and Equipment		271	271	-	-	-	-	-	-	271	283	297
Transport Assets		1 912	1 912	-	-	-	-	-	-	1 912	2 282	2 357
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	6	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE OTHER ITEMS to be adjusted		58 970	59 270	-	-	-	-	-	-	59 270	62 373	63 268
<i>Renewal and upgrading of Existing Assets as % of total capex</i>		15.9%	13.5%							18.3%	65.1%	30.2%
<i>Renewal and upgrading of Existing Assets as % of deprecn"</i>		34.7%	29.5%							45.1%	203.5%	27.0%
<i>R&M as a % of PPE</i>		1.7%	1.8%							1.7%	1.7%	2.0%
<i>Renewal and upgrading and R&M as a % of PPE</i>		3.1%	2.9%							3.5%	9.4%	3.1%

WC022 Witzenberg - Table B10 Basic service delivery measurement - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Household service targets	1											
Water:												
Piped water inside dwelling		10845	10845							11	10845	10845
Piped water inside yard (but not in dwelling)		1691	1691							2	1691	1691
Using public tap (at least min.service level)	2											
Other water supply (at least min.service level)												
<i>Minimum Service Level and Above sub-total</i>		13	13							13	13	13
Using public tap (< min.service level)	3											
Other water supply (< min.service level)	3,4											
No water supply												
<i>Below Minimum Service Level sub-total</i>												
Total number of households	5	13	13							13	13	13
Sanitation/sewerage:												
Flush toilet (connected to sewerage)		10300	10300							10 300	10300	10300
Flush toilet (with septic tank)		730	730							730	730	730
Chemical toilet												
Pit toilet (ventilated)												
Other toilet provisions (> min.service level)												
<i>Minimum Service Level and Above sub-total</i>		11 030	11 030							11 030	11 030	11 030
Bucket toilet												
Other toilet provisions (< min.service level)												
No toilet provisions												
<i>Below Minimum Service Level sub-total</i>												
Total number of households	5	11 030	11 030							11 030	11 030	11 030
Energy:												
Electricity (at least min. service level)		1769	1769							1 769	1769	1769
Electricity - prepaid (> min.service level)		11264	11264							11 264	11264	11264
<i>Minimum Service Level and Above sub-total</i>		13 033	13 033							13 033	13 033	13 033
Electricity (< min.service level)												
Electricity - prepaid (< min. service level)												
Other energy sources												
<i>Below Minimum Service Level sub-total</i>												
Total number of households	5	13 033	13 033							13 033	13 033	13 033
Refuse:												
Removed at least once a week (min.service)		11067	11067							11 067	11067	11067
<i>Minimum Service Level and Above sub-total</i>		11 067	11 067							11 067	11 067	11 067
Removed less frequently than once a week												
Using communal refuse dump												
Using own refuse dump												
Other rubbish disposal												
No rubbish disposal												
<i>Below Minimum Service Level sub-total</i>												
Total number of households	5	11 067	11 067							11 067	11 067	11 067

Households receiving Free Basic Service	15											
Water (6 kilolitres per household per month)									-	-		
Sanitation (free minimum level service)									-	-		
Electricity/other energy (50kwh per household per month)									-	-		
Refuse (removed at least once a week)									-	-		
Cost of Free Basic Services provided (R'000)	16											
Water (6 kilolitres per household per month)		6 451	6 451	-	-	-	-	-	-	6 451	6 513	6 579
Sanitation (free sanitation service)		-	-	-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per household per month)		-	-	-	-	-	-	-	-	-	-	-
Refuse (removed once a week)		-	-	-	-	-	-	-	-	-	-	-
Total cost of FBS provided (minimum social package)		6 451	6 451	-	-	-	-	-	-	6 451	6 513	6 579
Highest level of free service provided												
Property rates (R'000 value threshold)		100000	100000						-	100 000	100000	100000
Water (kilolitres per household per month)		6	6						-	6	6	6
Sanitation (kilolitres per household per month)									-			
Sanitation (Rand per household per month)									-			
Electricity (kw per household per month)		50	50						-	50	50	50
Refuse (average litres per week)		20	20						-	20	20	20
Revenue cost of free services provided (R'000)	17											
Property rates (tariff adjustment) (impermissible values per section 17 of MPRA)		-	-	-	-	-	-	-	-	-	-	-
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)		12 689	12 689	-	-	-	-	-	-	12 689	13 577	14 256
Water (in excess of 6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-	-	-
Sanitation (in excess of free sanitation service to indigent households)		15 161	15 161	-	-	-	-	-	-	15 161	16 071	16 874
Electricity/other energy (in excess of 50 kwh per indigent household per month)		5 080	5 080	-	-	-	-	-	-	5 080	5 483	5 988
Refuse (in excess of one removal a week for indigent households)		12 040	12 040	-	-	-	-	-	-	12 040	12 762	13 528
Municipal Housing - rental rebates		24	24	-	-	-	-	-	-	24	25	27
Housing - top structure subsidies	6	-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Total revenue cost of subsidised services provided		44 994	44 994	-	-	-	-	-	-	44 994	47 918	50 672

WC022 Witzenberg - Supporting Table SB1 Supporting detail to 'Budgeted Financial Performance' - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	+1 2021/22	+2 2022/23
		A	6 A1	7 B	8 C	9 D	10 E	11 F	12 G	13 H		
R thousands												
REVENUE ITEMS:												
Property rates												
Total Property Rates		89 077	89 077	-	-	-	-	-	-	89 077	95 313	100 078
<i>less Revenue Foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)</i>		12 689	12 689	-	-	-	-	-	-	12 689	13 577	14 256
Net Property Rates		76 388	76 388	-	-	-	-	-	-	76 388	81 736	85 822
Service charges - electricity revenue												
Total Service charges - electricity revenue		272 053	272 053	-	-	-	-	-	-	272 053	289 598	318 903
<i>less Revenue Foregone (in excess of 50 kwh per indigent household per month)</i>		5 080	5 080	-	-	-	-	-	-	5 080	5 483	5 988
<i>less Cost of Free Basic Services (50 kwh per indigent household per month)</i>		-	-	-	-	-	-	-	-	-	-	-
Net Service charges - electricity revenue		266 973	266 973	-	-	-	-	-	-	266 973	284 115	312 915
Service charges - water revenue												
Total Service charges - water revenue		41 588	41 588	-	-	-	-	-	-	41 588	44 143	46 400
<i>less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)</i>		-	-	-	-	-	-	-	-	-	-	-
<i>less Cost of Free Basic Services (6 kilolitres per indigent household per month)</i>		6 451	6 451	-	-	-	-	-	-	6 451	6 513	6 579
Net Service charges - water revenue		35 137	35 137	-	-	-	-	-	-	35 137	37 630	39 821
Service charges - sanitation revenue												
Total Service charges - sanitation revenue		33 513	33 513	-	-	-	-	-	-	33 513	35 523	37 300
<i>less Revenue Foregone (in excess of free sanitation service to indigent households)</i>		15 161	15 161	-	-	-	-	-	-	15 161	16 071	16 874
<i>less Cost of Free Basic Services (free sanitation service to indigent households)</i>		-	-	-	-	-	-	-	-	-	-	-
Net Service charges - sanitation revenue		18 352	18 352	-	-	-	-	-	-	18 352	19 453	20 425
Service charges - refuse revenue												
Total refuse removal revenue		32 639	32 639	-	-	-	-	-	-	32 639	34 598	36 328
Total landfill revenue		671	671	-	-	-	-	-	-	671	712	747
<i>less Revenue Foregone (in excess of one removal a week to indigent households)</i>		12 040	12 040	-	-	-	-	-	-	12 040	12 762	13 528
<i>less Cost of Free Basic Services (removed once a week to indigent households)</i>		-	-	-	-	-	-	-	-	-	-	-
Net Service charges - refuse revenue		21 271	21 271	-	-	-	-	-	-	21 271	22 547	23 547

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original	Prior Adjusted	Accum. Funds	Multi-year	Unfore.	Nat. or Prov.	Other Adjusts.	Total Adjusts.	Adjusted	Adjusted	Adjusted
		Budget	6	7	capital	Unavoid.	Govt	11	12	Budget	Budget	Budget
R thousands	A	A1	B	C	D	E	F	G	H			
Other Revenue By Source												
Fuel Levy		-	-	-	-	-	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-	-	-	-	-	-
Discontinued Operations		-	-	-	-	-	-	-	-	-	-	-
Rent on Land		22	22	-	-	-	-	-	-	22	23	25
Operational Revenue		1 167	1 167	-	-	-	-	-	-	1 167	1 258	1 201
Intercompany/Parent-subsidary Transactions		-	-	-	-	-	-	-	-	-	-	-
Surcharges and Taxes		5 495	5 495	-	-	-	-	-	-	5 495	5 707	3 305
Sales of Goods and Rendering of Services		2 555	2 555	-	-	-	-	-	-	2 555	4 858	5 101
Gains and Losses : Gains		-	-	-	-	-	-	-	-	-	-	-
Total 'Other Revenue	1	9 240	9 240	-	-	-	-	-	-	9 240	11 847	9 632
EXPENDITURE ITEMS												
Employee related costs												
Basic Salaries and Wages		133 540	133 540	-	-	-	-	-	-	133 540	142 609	154 784
Pension and UIF Contributions		19 911	19 911	-	-	-	-	-	-	19 911	21 601	23 469
Medical Aid Contributions		8 613	8 613	-	-	-	-	-	-	8 613	9 359	10 169
Overtime		22	22	-	-	-	-	-	-	22	24	26
Performance Bonus		9 862	9 862	-	-	-	-	-	-	9 862	10 716	11 674
Motor Vehicle Allowance		6 029	6 029	-	-	-	-	-	-	6 029	6 551	7 118
Cellphone Allowance		517	517	-	-	-	-	-	-	517	562	611
Housing Allowances		1 959	1 959	-	-	-	-	-	-	1 959	2 128	2 312
Other benefits and allowances		15 882	15 882	-	-	-	-	-	-	15 882	17 245	18 725
Payments in lieu of leave		966	966	-	-	-	-	-	-	966	1 050	1 140
Long service awards		1 000	1 000	-	-	-	-	-	-	1 000	1 087	1 181
Post-retirement benefit obligations		27 880	27 880	-	-	-	-	-	-	27 880	29 470	31 469
sub-total	4	226 182	226 182	-	-	-	-	-	-	226 182	242 401	262 678
Less: Employees costs capitalised to PPE		-	-	-	-	-	-	-	-	-	-	-
Total Employee related costs	1	226 182	226 182	-	-	-	-	-	-	226 182	242 401	262 678
Contributions recognised - capital												
List contributions by contract		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Total Contributions recognised - capital		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	6 A1	7 B	8 C	9 D	10 E	11 F	12 G	13 H	+1 2021/22	+2 2022/23
R thousands												
Depreciation & asset impairment												
Depreciation of Property, Plant & Equipment		40 310	40 310	-	-	-	-	-	-	40 310	42 520	42 520
Lease amortisation		377	377	-	-	-	-	-	-	377	398	398
Capital asset impairment		-	-	-	-	-	-	-	-	-	-	-
Depreciation resulting from revaluation of PPE		-	-	-	-	-	-	-	-	-	-	-
Total Depreciation & asset impairment	1	40 688	40 688	-	-	-	-	-	-	40 688	42 918	42 918
Bulk purchases												
Electricity Bulk Purchases		232 760	232 760	-	-	-	-	-	-	232 760	252 871	279 144
Water Bulk Purchases		-	-	-	-	-	-	-	-	-	-	-
Total bulk purchases	1	232 760	232 760	-	-	-	-	-	-	232 760	252 871	279 144
Transfers and grants												
Cash transfers and grants		2 179	2 179	-	-	-	-	-	-	2 179	1 859	32 976
Non-cash transfers and grants		-	-	-	-	-	-	-	-	-	-	-
Total transfers and grants		2 179	2 179	-	-	-	-	-	-	2 179	1 859	32 976
Contracted services												
Outsourced Services		21 656	22 271	-	-	-	-	670	670	22 941	24 819	26 013
Consultants and Professional Services		20 758	20 758	-	-	-	-	2 615	2 615	23 373	20 441	21 253
Contractors		6 071	6 071	-	-	-	-	796	796	6 867	6 748	6 890
sub-total	1	48 486	49 101	-	-	-	-	4 081	4 081	53 182	52 008	54 155
Allocations to organs of state:												
Electricity		-	-	-	-	-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-	-	-	-	-
Sanitation		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Total contracted services??		48 486	49 101	-	-	-	-	4 081	4 081	53 182	52 008	54 155
Other Expenditure By Type												
Collection costs		1 995	1 995	-	-	-	-	-	-	1 995	2 087	2 191
Contributions to 'other' provisions		15	15	-	-	-	-	-	-	15	15	16
Consultant fees		-	-	-	-	-	-	-	-	-	-	-
Audit fees		3 626	3 626	-	-	-	-	-	-	3 626	3 792	3 967
General expenses	3,5	-	-	-	-	-	-	-	-	-	-	-
Operating Leases		849	849	-	-	-	-	-	-	849	888	929
Operational Cost		40 286	40 286	-	-	-	-	250	250	40 536	40 252	41 765
Statutory Payments other than Income Taxes		-	-	-	-	-	-	-	-	-	-	-
Discontinued Operations		-	-	-	-	-	-	-	-	-	-	-
Gains and Losses : Discontinued Operations and Disposals of Non-current Assets		-	-	-	-	-	-	-	-	-	-	-
Gains and Losses : Fair Value Adjustment		-	-	-	-	-	-	-	-	-	-	-
Gains and Losses : Foreign Exchange		-	-	-	-	-	-	-	-	-	-	-
Gains and Losses : Inventory		-	-	-	-	-	-	-	-	-	-	-
Gains and Losses : Water Losses		-	-	-	-	-	-	-	-	-	-	-
Total Other Expenditure	1	46 770	46 770	-	-	-	-	250	250	47 020	47 035	48 867
Repairs and Maintenance by Expenditure Item												
Employee related costs	14	-	-	-	-	-	-	-	-	-	-	-
Other materials		-	-	-	-	-	-	-	-	-	-	-
Contracted Services		-	-	-	-	-	-	-	-	-	-	-
Other Expenditure		-	-	-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	15	-	-	-	-	-	-	-	-	-	-	-

WC022 Witzberg - Supporting Table SB2 Supporting detail to 'Financial Position Budget' - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	4 A1	5 B	6 C	7 D	8 E	9 F	10 G	11 H	+1 2021/22	+2 2022/23
R thousands												
ASSETS												
Call investment deposits												
Call deposits		-	-	-	-	-	-	-	-	-	-	-
Other current investments		-	-	-	-	-	-	-	-	-	-	-
Total Call investment deposits	1	-	-	-	-	-	-	-	-	-	-	-
Consumer debtors												
Consumer debtors		38 038	63 257	-	-	-	-	0	0	63 257	51 741	38 692
Less: provision for debt impairment		-	-	-	-	-	-	-	-	-	-	-
Total Consumer debtors	1	38 038	63 257	-	-	-	-	0	0	63 257	51 741	38 692
Debt impairment provision												
Balance at the beginning of the year		-	-	-	-	-	-	-	-	-	-	-
Contributions to the provision		-	-	-	-	-	-	-	-	-	-	-
Bad debts written off		-	-	-	-	-	-	-	-	-	-	-
Balance at end of year		-	-	-	-	-	-	-	-	-	-	-
Property, plant & equipment												
PPE at cost/valuation (excl. finance leases)		1 002 139	997 083	-	-	-	-	8 114	8 114	1 005 197	1 096 474	1 091 896
Leases recognised as PPE	2	-	-	-	-	-	-	-	-	-	-	-
Less: Accumulated depreciation		-	-	-	-	-	-	-	-	-	-	-
Total Property, plant & equipment	1	1 002 139	997 083	-	-	-	-	8 114	8 114	1 005 197	1 096 474	1 091 896
LIABILITIES												
Current liabilities - Borrowing												
Short term loans (other than bank overdraft)		-	-	-	-	-	-	-	-	-	-	-
Current portion of long-term liabilities		-	-	-	-	-	-	-	-	-	-	-
Total Current liabilities - Borrowing		-	-	-	-	-	-	-	-	-	-	-
Trade and other payables												
Trade Payables		47 310	141 209	-	-	-	-	-	-	141 209	141 209	141 209
Other creditors		-	-	-	-	-	-	-	-	-	-	-
Unspent conditional grants and receipts		-	-	-	-	-	-	-	-	-	-	-
VAT		-	-	-	-	-	-	-	-	-	-	-
Total Trade and other payables	1	47 310	141 209	-	-	-	-	-	-	141 209	141 209	141 209
Non current liabilities - Borrowing												
Borrowing	3	4 722	4 588	-	-	-	-	-	-	4 588	4 588	4 588
Finance leases (including PPP asset element)		-	-	-	-	-	-	-	-	-	-	-
Total Non current liabilities - Borrowing		4 722	4 588	-	-	-	-	-	-	4 588	4 588	4 588
Provisions - non current												
Retirement benefits		180 655	165 513	-	-	-	-	-	-	165 513	172 988	180 463
List other major items		-	-	-	-	-	-	-	-	-	-	-
Refuse landfill site rehabilitation		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Total Provisions - non current		180 655	165 513	-	-	-	-	-	-	165 513	172 988	180 463

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	4 A1	5 B	6 C	7 D	8 E	9 F	10 G	11 H	+1 2021/22	+2 2022/23
R thousands												
CHANGES IN NET ASSETS												
Accumulated surplus/(Deficit)												
Accumulated surplus/(Deficit) - opening balance		844 803	851 487	-	-	-	-	1 111	1 111	852 598	880 259	807 527
Appropriations to Reserves		(13 052)	-	-	-	-	-	-	-	-	-	-
Transfers from Reserves		-	-	-	-	-	-	-	-	-	-	-
Depreciation offsets		-	-	-	-	-	-	-	-	-	-	-
Other adjustments		-	-	-	-	-	-	-	-	-	-	-
Accumulated Surplus/(Deficit)	1	831 751	851 487	-	-	-	-	1 111	1 111	852 598	880 259	807 527
Reserves												
Housing Development Fund		-	-	-	-	-	-	-	-	-	-	-
Capital replacement		10 355	10 355	-	-	-	-	-	-	10 355	10 355	10 355
Self-insurance		-	-	-	-	-	-	-	-	-	-	-
Other reserves (list)		-	-	-	-	-	-	-	-	-	-	-
Compensation for Occupational Injuries and Diseases		-	-	-	-	-	-	-	-	-	-	-
Employee Benefit Reserve		-	-	-	-	-	-	-	-	-	-	-
Non-current Provisions Reserve		-	-	-	-	-	-	-	-	-	-	-
Valuation Reserve		-	-	-	-	-	-	-	-	-	-	-
Investment in associate account		-	-	-	-	-	-	-	-	-	-	-
Capitalisation Reserve		-	-	-	-	-	-	-	-	-	-	-
Revaluation		-	-	-	-	-	-	-	-	-	-	-
Total Reserves	2	10 355	10 355	-	-	-	-	-	-	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	2	842 106	861 842	-	-	-	-	1 111	1 111	862 953	890 613	817 882
Total capital expenditure includes expenditure on nationally significant priorities:												
Provision of basic services		-	-	-	-	-	-	-	-	-	-	-
2010 World Cup		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SB3 Adjustments to the SDBIP - performance objectives - 25 Augustus

Description	Unit of measurement	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget A	Prior Adjusted A1	Accum. Funds B	Multi-year capital C	Unfore. Unavoid. D	Nat. or Prov. Govt E	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
Vote 1 - vote name												
Function 1 - (name)												
Sub-function 1 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 2 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 3 - (name)												
<i>Insert measure/s description</i>										-	-	-
Function 2 - (name)												
Sub-function 1 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 2 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 3 - (name)												
<i>Insert measure/s description</i>										-	-	-
Vote 2 - vote name												
Function 1 - (name)												
Sub-function 1 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 2 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 3 - (name)												
<i>Insert measure/s description</i>										-	-	-
Function 2 - (name)												
Sub-function 1 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 2 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 3 - (name)												
<i>Insert measure/s description</i>										-	-	-
Vote 3 - vote name												
Function 1 - (name)												
Sub-function 1 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 2 - (name)												
<i>Insert measure/s description</i>										-	-	-
Sub-function 3 - (name)												
<i>Insert measure/s description</i>										-	-	-

Description	Unit of measurement	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget A	Prior Adjusted A1	Accum. Funds B	Multi-year capital C	Unfore. Unavoid. D	Nat. or Prov. Govt E	Other Adjusts. F	Total Adjusts. G	Adjusted Budget H	Adjusted Budget	Adjusted Budget
Function 2 - (name)									-	-	-	-
Sub-function 1 - (name)									-	-	-	-
<i>Insert measure/s description</i>									-	-	-	-
Sub-function 2 - (name)									-	-	-	-
<i>Insert measure/s description</i>									-	-	-	-
Sub-function 3 - (name)									-	-	-	-
<i>Insert measure/s description</i>									-	-	-	-
And so on for the rest of the Votes									-	-	-	-

References

1. Include a measurable performance objective for each revenue source (within a relevant function) and each vote (MFMA s17(3)(b))
2. Include the estimated effect on the target of each component of an adjustment budget (B to G)
3. Include all Basic Services performance targets from Table A10 to ensure Table SA7 represents all strategic responsibilities
4. Total target adjustments $G = B + C + D + E + F$
5. Total Adjusted Budget targets $H = (A \text{ or } A1/2 \text{ etc}) + G$
6. NOTE - include adjustment by 'exception' (only where amended)

WC022 Witzenberg - Supporting Table SB4 Adjustments to budgeted performance indicators and benchmarks - 25 Augustus

Description of financial indicator	Basis of calculation	2017/18	2018/19	2019/20	Budget Year 2020/21			Budget Year +1 2021/22	Budget Year +2 2022/23
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Adjusted Budget	Adjusted Budget
<u>Borrowing Management</u>									
Credit Rating	Short term/long term rating								
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure				1.6%	1.3%	1.3%	1.3%	1.2%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue				0.0%	0.0%	0.0%	0.0%	0.0%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants				0.0%	0.0%	0.0%	0.0%	0.0%
<u>Safety of Capital</u>									
Gearing	Long Term Borrowing/ Funds & Reserves				45.6%	44.3%	44.3%	44.3%	44.3%
<u>Liquidity</u>									
Current Ratio	Current assets/current liabilities				83.4%	93.8%	90.4%	67.3%	47.3%
Current Ratio adjusted for aged debtors	Current assets/current liabilities less debtors > 90 days/current liabilities				83.4%	93.8%	0.0%	0.0%	0.0%
Liquidity Ratio	Monetary Assets/Current Liabilities				0.3	0.6	0.5	0.4	0.3
<u>Revenue Management</u>									
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing								
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)									
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue				9.9%	11.3%	11.2%	8.8%	6.3%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old				0.0%	0.0%	0.0%	0.0%	0.0%
<u>Creditors Management</u>									
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))								
Creditors to Cash and Investments					123.0%	123.5%	131.6%	159.4%	213.6%
<u>Other Indicators</u>									
Electricity Distribution Losses (2)	Total Volume Losses (kW)								
	Total Cost of Losses (Rand '000)								
	% Volume (units purchased and generated less units sold)/units purchased and generated								
Water Distribution Losses (2)	Total Volume Losses (k ℓ)								
	Total Cost of Losses (Rand '000)								
	% Volume (units purchased and generated less units sold)/units purchased and generated								
Employee costs	Employee costs/(Total Revenue - capital revenue)				38.3%	38.3%	38.1%	38.1%	36.7%
Remuneration	Total remuneration/(Total Revenue - capital revenue)								
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)				3.1%	3.1%	3.1%	3.1%	2.8%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)				8.4%	8.4%	8.4%	8.3%	7.4%
<u>IDP regulation financial viability indicators</u>									

i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)				4916.9%	4916.9%	4916.9%	5061.0%	5422.8%
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services				6.4%	10.7%	10.6%	8.1%	5.4%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure				0.0	0.0	0.0	0.0	0.0

References

1. Consumer debtors > 12 months old are excluded from current assets

WC022 Witzenberg - Supporting Table SB5 Adjustments Budget - social, economic and demographic statistics and assumptions - 25 Augustus

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2017/18	2018/19	2019/20	Budget Year 2020/21	Budget Year 2020/21
						Outcome	Outcome	Outcome	Original Budget	Actual
Demographics										
Population			-	-	-	116	116	116	116	116
Females aged 5 - 14			-	-	-	-	-	-	-	-
Males aged 5 - 14			-	-	-	-	-	-	-	-
Females aged 15 - 34			-	-	-	21	21	21	21	21
Males aged 15 - 34			-	-	-	24	24	24	24	24
Unemployment			-	-	-	3	3	3	3	3
Monthly household income (no. of households)										
No income	1, 12		-	-	-	1 757	1 757	1 757	1 757	1 757
R1 - R1 600			-	-	-	6 703	6 703	6 703	6 703	6 703
R1 601 - R3 200			-	-	-	7 079	7 079	7 079	7 079	7 079
R3 201 - R6 400			-	-	-	5 723	5 723	5 723	5 723	5 723
R6 401 - R12 800			-	-	-	2 863	2 863	2 863	2 863	2 863
R12 801 - R25 600			-	-	-	1 851	1 851	1 851	1 851	1 851
R25 601 - R51 200			-	-	-	1 064	1 064	1 064	1 064	1 064
R52 201 - R102 400			-	-	-	253	253	253	253	253
R102 401 - R204 800			-	-	-	77	77	77	77	77
R204 801 - R409 600			-	-	-	49	49	49	49	49
R409 601 - R819 200			-	-	-	-	-	-	-	-
> R819 200			-	-	-	-	-	-	-	-
Poverty profiles (no. of households)										
< R2 060 per household per month	13		-	-	-	8 460	8 460	8 460	8 460	8 460
	2		-	-	-	15 539	15 539	15 539	15 539	15 539
Household/demographics (000)										
Number of people in municipal area			-	-	-	116	116	116	116	116
Number of poor people in municipal area			-	-	-	90	90	90	90	90
Number of households in municipal area			-	-	-	27	27	27	27	27
Number of poor households in municipal area			-	-	-	21	21	21	21	21
Definition of poor household (R per month)			-	-	-	>R6400	>R6400	>R6400	>R6400	>R6400
Housing statistics										
Formal	3		-	-	-	23 642	23 642	23 642	23 642	23 642
Informal			-	-	-	3 778	3 778	3 778	3 778	3 778
Total number of households			-	-	-	27 420	27 420	27 420	27 420	27 420
Dwellings provided by municipality	4		-	-	-	-	-	-	-	-
Dwellings provided by province/s			-	-	-	-	-	-	-	-
Dwellings provided by private sector	5		-	-	-	-	-	-	-	-
Total new housing dwellings			-	-	-	-	-	-	-	-
Economic										
Inflation/inflation outlook (CPIX)	6					5.0%	5.0%	5.0%	5.0%	5.0%
Interest rate - borrowing						9.5%	9.5%	9.5%	9.5%	9.5%
Interest rate - investment						5.0%	5.0%	5.0%	5.0%	5.0%
Remuneration increases						6.0%	6.0%	6.0%	6.0%	6.0%
Consumption growth (electricity)						2.5%	2.5%	2.5%	2.5%	2.5%
Consumption growth (water)						2.5%	2.5%	2.5%	2.5%	2.5%
Collection rates										
Property tax/service charges	7					98.2%	98.2%	98.2%	98.2%	98.2%
Rental of facilities & equipment						100.0%	100.0%	100.0%	100.0%	100.0%
Interest - external investments						100.0%	100.0%	100.0%	100.0%	100.0%
Interest - debtors						98.2%	98.2%	98.2%	98.2%	98.2%
Revenue from agency services						100.0%	100.0%	100.0%	100.0%	100.0%

Detail on the provision of municipal services for A10

Total municipal services	Ref.		2017/18	2018/19	2019/20	Budget Year 2020/21			2020/21 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Household service targets (000)									
		Water:									
		Piped water inside dwelling	10 845	10 845	10 845	10 845	10 845	10 845	10 845	10 845	10 845
		Piped water inside yard (but not in dwelling)	1 691	1 691	1 691	1 691	1 691	1 691	1 691	1 691	1 691
8		Using public tap (at least min.service level)	-	-	-	-	-	-	-	-	-
10		Other water supply (at least min.service level)	-	-	-	-	-	-	-	-	-
		<i>Minimum Service Level and Above sub-total</i>	12 536	12 536	12 536	12 536	12 536	12 536	12 536	12 536	12 536
9		Using public tap (< min.service level)	-	-	-	-	-	-	-	-	-
10		Other water supply (< min.service level)	-	-	-	-	-	-	-	-	-
		No water supply	-	-	-	-	-	-	-	-	-
		<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	-
		Total number of households	12 536	12 536	12 536	12 536	12 536	12 536	12 536	12 536	12 536
		Sanitation/sewerage:									
		Flush toilet (connected to sewerage)	10 300	10 300	10 300	10 300	10 300	10 300	10 300	10 300	10 300
		Flush toilet (with septic tank)	730	730	730	730	730	730	730	730	730
		Chemical toilet	-	-	-	-	-	-	-	-	-
		Pit toilet (ventilated)	-	-	-	-	-	-	-	-	-
		Other toilet provisions (> min.service level)	-	-	-	-	-	-	-	-	-
		<i>Minimum Service Level and Above sub-total</i>	11 030	11 030	11 030	11 030	11 030	11 030	11 030	11 030	11 030
		Bucket toilet	-	-	-	-	-	-	-	-	-
		Other toilet provisions (< min.service level)	-	-	-	-	-	-	-	-	-
		No toilet provisions	-	-	-	-	-	-	-	-	-
		<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	-
		Total number of households	11 030	11 030	11 030	11 030	11 030	11 030	11 030	11 030	11 030
		Energy:									
		Electricity (at least min.service level)	1 769	1 769	1 769	1 769	1 769	1 769	1 769	1 769	1 769
		Electricity - prepaid (min.service level)	11 264	11 264	11 264	11 264	11 264	11 264	11 264	11 264	11 264
		<i>Minimum Service Level and Above sub-total</i>	13 033	13 033	13 033	13 033	13 033	13 033	13 033	13 033	13 033
		Electricity (< min.service level)	-	-	-	-	-	-	-	-	-
		Electricity - prepaid (< min. service level)	-	-	-	-	-	-	-	-	-
		Other energy sources	-	-	-	-	-	-	-	-	-
		<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	-
		Total number of households	13 033	13 033	13 033	13 033	13 033	13 033	13 033	13 033	13 033
		Refuse:									
		Removed at least once a week	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067
		<i>Minimum Service Level and Above sub-total</i>	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067
		Removed less frequently than once a week	-	-	-	-	-	-	-	-	-
		Using communal refuse dump	-	-	-	-	-	-	-	-	-
		Using own refuse dump	-	-	-	-	-	-	-	-	-
		Other rubbish disposal	-	-	-	-	-	-	-	-	-
		No rubbish disposal	-	-	-	-	-	-	-	-	-
		<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	-
		Total number of households	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067

Municipal in-house services	Ref.		2017/18	2018/19	2019/20	Budget Year 2020/21			2020/21 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
			Household service targets (000)								
		Water:									
		Piped water inside dwelling	10 845	10 845	10 845	10 845	10 845	10 845	10 845	10 845	
		Piped water inside yard (but not in dwelling)	1 691	1 691	1 691	1 691	1 691	1 691	1 691	1 691	
8		Using public tap (at least min.service level)	-	-	-	-	-	-	-	-	
10		Other water supply (at least min.service level)	-	-	-	-	-	-	-	-	
		<i>Minimum Service Level and Above sub-total</i>	12 536	12 536	12 536	12 536	12 536	12 536	12 536	12 536	
9		Using public tap (< min.service level)	-	-	-	-	-	-	-	-	
10		Other water supply (< min.service level)	-	-	-	-	-	-	-	-	
		No water supply	-	-	-	-	-	-	-	-	
		<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	
		Total number of households	12 536	12 536	12 536	12 536	12 536	12 536	12 536	12 536	
		Sanitation/sewerage:									
		Flush toilet (connected to sewerage)	10 300	10 300	10 300	10 300	10 300	10 300	10 300	10 300	
		Flush toilet (with septic tank)	730	730	730	730	730	730	730	730	
		Chemical toilet	-	-	-	-	-	-	-	-	
		Pit toilet (ventilated)	-	-	-	-	-	-	-	-	
		Other toilet provisions (> min.service level)	-	-	-	-	-	-	-	-	
		<i>Minimum Service Level and Above sub-total</i>	11 030	11 030	11 030	11 030	11 030	11 030	11 030	11 030	
		Bucket toilet	-	-	-	-	-	-	-	-	
		Other toilet provisions (< min.service level)	-	-	-	-	-	-	-	-	
		No toilet provisions	-	-	-	-	-	-	-	-	
		<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	
		Total number of households	11 030	11 030	11 030	11 030	11 030	11 030	11 030	11 030	
		Energy:									
		Electricity (at least min.service level)	1 769	1 769	1 769	1 769	1 769	1 769	1 769	1 769	
		Electricity - prepaid (min.service level)	11 264	11 264	11 264	11 264	11 264	11 264	11 264	11 264	
		<i>Minimum Service Level and Above sub-total</i>	13 033	13 033	13 033	13 033	13 033	13 033	13 033	13 033	
		Electricity (< min.service level)	-	-	-	-	-	-	-	-	
		Electricity - prepaid (< min. service level)	-	-	-	-	-	-	-	-	
		Other energy sources	-	-	-	-	-	-	-	-	
		<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	
		Total number of households	13 033	13 033	13 033	13 033	13 033	13 033	13 033	13 033	
		Refuse:									
		Removed at least once a week	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067	
		<i>Minimum Service Level and Above sub-total</i>	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067	
		Removed less frequently than once a week	-	-	-	-	-	-	-	-	
		Using communal refuse dump	-	-	-	-	-	-	-	-	
		Using own refuse dump	-	-	-	-	-	-	-	-	
		Other rubbish disposal	-	-	-	-	-	-	-	-	
		No rubbish disposal	-	-	-	-	-	-	-	-	
		<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	
		Total number of households	11 067	11 067	11 067	11 067	11 067	11 067	11 067	11 067	

Detail of Free Basic Services (FBS) provided		Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23		
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget		
Electricity	Ref.	<u>Location of households for each type of FBS</u>												
List type of FBS service		Formal settlements - (50 kwh per indigent household per month Rands)	-	-	-	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	-
		Informal settlements (Rands)	-	-	-	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	-
		Informal settlements targeted for upgrading (Rands)	-	-	-	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	-
		Living in informal backyard rental agreement (Rands)	-	-	-	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	-
		Other (Rands)	-	-	-	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	-
		Total cost of FBS - Electricity for informal settlements	-	-	-	-	-	-	-	-	-	-	-	-
Water	Ref.	<u>Location of households for each type of FBS</u>												
List type of FBS service		Formal settlements - (6 kilolitre per indigent household per month Rands)	6 450 775	6 450 775	-	-	-	-	-	-	6 451	6 513 488	6 579 336	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Informal settlements (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Informal settlements targeted for upgrading (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Living in informal backyard rental agreement (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Other (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Total cost of FBS - Water for informal settlements	-	-	-	-	-	-	-	-	-	-	-	
Sanitation	Ref.	<u>Location of households for each type of FBS</u>												
List type of FBS service		Formal settlements - (free sanitation service to indigent households)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Informal settlements (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Informal settlements targeted for upgrading (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Living in informal backyard rental agreement (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Other (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Total cost of FBS - Sanitation for informal settlements	-	-	-	-	-	-	-	-	-	-	-	
Refuse Removal	Ref.	<u>Location of households for each type of FBS</u>												
List type of FBS service		Formal settlements - (removed once a week to indigent households)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Informal settlements (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Informal settlements targeted for upgrading (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Living in informal backyard rental agreement (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Other (Rands)	-	-	-	-	-	-	-	-	-	-	-	
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-	-	-	
		Total cost of FBS - Refuse Removal for informal settlements	-	-	-	-	-	-	-	-	-	-	-	

WC022 Witzenberg - Supporting Table SB6 Adjustments Budget - funding measurement - 25 Augustus

Description	Ref	MFMA section	2017/18	2018/19	2019/20	Medium Term Revenue and Expenditure Framework				
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Budget Year +1 2021/22	Budget Year +2 2022/23
R thousands										
Funding measures										
Cash/cash equivalents at the year end - R'000	1	18(1)b	-	-	-	38 463	114 319	107 316	88 606	66 098
Cash + investments at the yr end less applications - R'000	2	18(1)b	-	-	-	(820 826)	(848 661)	(856 775)	(913 223)	(873 447)
Cash year end/monthly employee/supplier payments	3	18(1)b	-	-	-	-	-	-	-	-
Surplus/(Deficit) excluding depreciation offsets: R'000	4	18(1)	-	-	-	(13 052)	(13 052)	(8 463)	27 661	(72 732)
Service charge rev % change - macro CPI target exclusive	5	18(1)a,(2)				0.0%	0.0%	0.0%	0.5%	2.3%
Cash receipts % of Ratepayer & Other revenue	6	18(1)a,(2)	0.0%	0.0%	0.0%	88.3%	92.5%	92.5%	92.1%	92.2%
Debt impairment expense as a % of total billable revenue	7	18(1)a,(2)				10.6%	10.6%	10.6%	10.5%	10.3%
Capital payments % of capital expenditure	8	18(1)c;19				100.0%	100.0%	0.0%	0.0%	0.0%
Borrowing receipts % of capital expenditure (excl. transfers)	9	18(1)c				0.0%	0.0%	0.0%	0.0%	0.0%
Grants % of Govt. legislated/gazetted allocations	10	18(1)a				0.0%	100.0%	0.0%	0.0%	0.0%
Current consumer debtors % change - incr(decr)	11	18(1)a							-15.9%	-20.2%
Long term receivables % change - incr(decr)	12	18(1)a							0.0%	0.0%
R&M % of Property Plant & Equipment	13	20(1)(vi)				1.7%	1.8%	1.7%	1.7%	2.0%
Asset renewal % of capital budget	14	20(1)(vi)				5.5%	5.5%	6.3%	0.0%	13.0%

WC022 Witzberg - Supporting Table SB7 Adjustments Budget - transfers and grant receipts - 25 Augustus

Description	Ref	Budget Year 2020/21							Budget Year	Budget Year
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	+1 2021/22	+2 2022/23
R thousands										
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		106 455	106 455	-	-	-	-	106 455	114 256	124 609
Operational Revenue:General Revenue:Equitable Share	3	101 915	101 915	-	-	-	-	101 915	112 056	122 389
Operational:Revenue:General Revenue:Fuel Levy		-	-	-	-	-	-	-	-	-
2014 African Nations Championship Host City Operating Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Agriculture Research and Technology		-	-	-	-	-	-	-	-	-
Agriculture, Conservation and Environmental		-	-	-	-	-	-	-	-	-
Arts and Culture Sustainable Resource Management		-	-	-	-	-	-	-	-	-
Community Library		-	-	-	-	-	-	-	-	-
Department of Environmental Affairs		-	-	-	-	-	-	-	-	-
Department of Tourism		-	-	-	-	-	-	-	-	-
Department of Water Affairs and Sanitation Masibambane		-	-	-	-	-	-	-	-	-
Emergency Medical Service		-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand-side [Schedule 5B]		-	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 360	2 360	-	-	-	-	2 360	-	-
HIV and Aids		-	-	-	-	-	-	-	-	-
Housing Accreditation		-	-	-	-	-	-	-	-	-
Housing Top structure		-	-	-	-	-	-	-	-	-
Infrastructure Skills Development Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Integrated City Development Grant		-	-	-	-	-	-	-	-	-
Khayelitsha Urban Renewal		-	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	-	-	-	-	1 550	1 550	1 550
Mitchell's Plain Urban Renewal		-	-	-	-	-	-	-	-	-
Municipal Demarcation and Transition Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Disaster Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Human Settlement Capacity Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant		-	-	-	-	-	-	-	-	-
Natural Resource Management Project		-	-	-	-	-	-	-	-	-
Neighbourhood Development Partnership Grant		-	-	-	-	-	-	-	-	-
Operation Clean Audit		-	-	-	-	-	-	-	-	-
Municipal Disaster Recovery Grant		-	-	-	-	-	-	-	-	-
Public Service Improvement Facility		-	-	-	-	-	-	-	-	-
Public Transport Network Operations Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Restructuring - Seed Funding		-	-	-	-	-	-	-	-	-
Revenue Enhancement Grant Debtors Book		-	-	-	-	-	-	-	-	-
Rural Road Asset Management Systems Grant		-	-	-	-	-	-	-	-	-
Sport and Recreation		-	-	-	-	-	-	-	-	-
Terrestrial Invasive Alien Plants		-	-	-	-	-	-	-	-	-
Water Services Operating Subsidy Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Health Hygiene in Informal Settlements		-	-	-	-	-	-	-	-	-
Municipal Infrastructure Grant [Schedule 5B]		630	630	-	-	-	-	630	650	670
Water Services Infrastructure Grant		-	-	-	-	-	-	-	-	-
Public Transport Network Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Smart Connect Grant		-	-	-	-	-	-	-	-	-
Urban Settlement Development Grant		-	-	-	-	-	-	-	-	-
WiFi Grant [Department of Telecommunications and Postal Services		-	-	-	-	-	-	-	-	-
Street Lighting		-	-	-	-	-	-	-	-	-
Traditional Leaders - Imbizon		-	-	-	-	-	-	-	-	-
Department of Water and Sanitation Smart Living Handbook		-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	+1 2021/22
R thousands									
Integrated National Electrification Programme Grant		-	-	-	-	-	-	-	-
Municipal Restructuring Grant		-	-	-	-	-	-	-	-
Regional Bulk Infrastructure Grant		-	-	-	-	-	-	-	-
Municipal Emergency Housing Grant		-	-	-	-	-	-	-	-
Metro Informal Settlements Partnership Grant		-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	+1 2021/22	+2 2022/23
R thousands										
Provincial Government:		10 534	10 534	-	-	1 267	1 267	11 801	10 833	42 291
Capacity Building		-	-	-	-	-	-	-	-	-
Capacity Building and Other		10 534	10 534	-	-	1 267	1 267	11 801	10 833	11 261
Disaster and Emergency Services		-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Infrastructure		-	-	-	-	-	-	-	-	31 030
Libraries, Archives and Museums		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Public Transport		-	-	-	-	-	-	-	-	-
Road Infrastructure - Maintenance	4	-	-	-	-	-	-	-	-	-
Sports and Recreation		-	-	-	-	-	-	-	-	-
Waste Water Infrastructure - Maintenance		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure - Maintenance	5	-	-	-	-	-	-	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
All Grants		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Departmental Agencies and Accounts		-	-	-	-	-	-	-	-	-
Foreign Government and International Organisations		-	-	-	-	-	-	-	-	-
Households		-	-	-	-	-	-	-	-	-
Non-profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		-	-	-	-	-	-	-	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Total Operating Transfers and Grants	6	116 989	116 989	-	-	1 267	1 267	118 256	125 089	166 900

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	+1 2021/22	+2 2022/23
R thousands										
Capital Transfers and Grants										
National Government:										
		41 127	41 127	-	-	-	-	41 127	46 256	28 422
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		-	-	-	-	-	-	-	3 000	4 000
Municipal Infrastructure Grant [Schedule 5B]		21 656	21 656	-	-	-	-	21 656	23 256	24 422
Municipal Water Infrastructure Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Neighbourhood Development Partnership Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Public Transport Infrastructure Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Rural Household Infrastructure Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Rural Road Asset Management Systems Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Urban Settlement Development Grant [Schedule 4B]		-	-	-	-	-	-	-	-	-
Municipal Human Settlement		-	-	-	-	-	-	-	-	-
Community Library		-	-	-	-	-	-	-	-	-
Integrated City Development Grant [Schedule 4B]		-	-	-	-	-	-	-	-	-
Municipal Disaster Recovery Grant [Schedule 4B]		-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand Side Management Grant		-	-	-	-	-	-	-	-	-
Khayelitsha Urban Renewal		-	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Public Transport Network Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Public Transport Network Operations Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Regional Bulk Infrastructure Grant (Schedule 5B)		19 471	19 471	-	-	-	-	19 471	20 000	-
Water Services Infrastructure Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
WiFi Connectivity		-	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		-	-	-	-	-	-	-	-	-
Aquaponic Project		-	-	-	-	-	-	-	-	-
Restition Settlement		-	-	-	-	-	-	-	-	-
Infrastructure Skills Development Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Restructuring Seed Funding		-	-	-	-	-	-	-	-	-
Municipal Disaster Relief Grant		-	-	-	-	-	-	-	-	-
Municipal Emergency Housing Grant		-	-	-	-	-	-	-	-	-
Metro Informal Settlements Partnership Grant		-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	+1 2021/22	+2 2022/23
R thousands										
Provincial Government:		43 084	43 084	-	-	5 753	5 753	48 837	79 910	2 930
Capacity Building		-	-	-	-	-	-	-	-	-
Capacity Building and Other		-	-	-	-	4 308	4 308	4 308	-	800
Disaster and Emergency Services		-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Infrastructure		43 084	43 084	-	-	1 445	1 445	44 529	79 910	2 130
Libraries, Archives and Museums		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Public Transport		-	-	-	-	-	-	-	-	-
Road Infrastructure		-	-	-	-	-	-	-	-	-
Sports and Recreation		-	-	-	-	-	-	-	-	-
Waste Water Infrastructure		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-
District Municipality:		-	-	-	-	602	602	602	-	-
All Grants		-	-	-	-	602	602	602	-	-
Other grant providers:		-	-	-	-	501	501	501	-	-
Departmental Agencies and Accounts		-	-	-	-	-	-	-	-	-
Foreign Government and International Organisations		-	-	-	-	501	501	501	-	-
Households		-	-	-	-	-	-	-	-	-
Non-Profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		-	-	-	-	-	-	-	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Transfer from Operational Revenue		-	-	-	-	-	-	-	-	-
Total Capital Transfers and Grants	6	84 211	84 211	-	-	6 857	6 857	91 068	126 166	31 352
TOTAL RECEIPTS OF TRANSFERS & GRANTS		201 200	201 200	-	-	8 125	8 125	209 325	251 255	198 252

WC022 Witzenberg - Supporting Table SB8 Adjustments Budget - expenditure on transfers and grant programme - 25 Augustus

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	2 A1	3 B	4 C	5 D	6 E	7 F	+1 2021/22	+2 2022/23
R thousands										
EXPENDITURE ON TRANSFERS AND GRANT PROGRAM:	1									
Operating expenditure of Transfers and Grants										
National Government:		63 364	63 364	-	-	-	-	63 364	65 370	70 154
Operational Revenue:General Revenue:Equitable Share		58 824	58 824	-	-	-	-	58 824	63 170	67 934
Operational:Revenue:General Revenue:Fuel Levy	3	-	-	-	-	-	-	-	-	-
2014 African Nations Championship Host City Operating Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Agriculture Research and Technology		-	-	-	-	-	-	-	-	-
Agriculture, Conservation and Environmental		-	-	-	-	-	-	-	-	-
Arts and Culture Sustainable Resource Management		-	-	-	-	-	-	-	-	-
Community Library		-	-	-	-	-	-	-	-	-
Department of Environmental Affairs		-	-	-	-	-	-	-	-	-
Department of Tourism		-	-	-	-	-	-	-	-	-
Department of Water Affairs and Sanitation Masibambane		-	-	-	-	-	-	-	-	-
Emergency Medical Service		-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand-side [Schedule 5B]		-	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 360	2 360	-	-	-	-	2 360	-	-
HIV and Aids		-	-	-	-	-	-	-	-	-
Housing Accreditation		-	-	-	-	-	-	-	-	-
Housing Top structure		-	-	-	-	-	-	-	-	-
Infrastructure Skills Development Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Integrated City Development Grant		-	-	-	-	-	-	-	-	-
Khayelitsha Urban Renewal		-	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	-	-	-	-	1 550	1 550	1 550
Mitchell's Plain Urban Renewal		-	-	-	-	-	-	-	-	-
Municipal Demarcation and Transition Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Disaster Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Human Settlement Capacity Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant		-	-	-	-	-	-	-	-	-
Natural Resource Management Project		-	-	-	-	-	-	-	-	-
Neighbourhood Development Partnership Grant		-	-	-	-	-	-	-	-	-
Operation Clean Audit		-	-	-	-	-	-	-	-	-
Municipal Disaster Recovery Grant		-	-	-	-	-	-	-	-	-
Public Service Improvement Facility		-	-	-	-	-	-	-	-	-
Public Transport Network Operations Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Restructuring - Seed Funding		-	-	-	-	-	-	-	-	-
Revenue Enhancement Grant Debtors Book		-	-	-	-	-	-	-	-	-
Rural Road Asset Management Systems Grant		-	-	-	-	-	-	-	-	-
Sport and Recreation		-	-	-	-	-	-	-	-	-
Terrestrial Invasive Alien Plants		-	-	-	-	-	-	-	-	-
Water Services Operating Subsidy Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Health Hygiene in Informal Settlements		-	-	-	-	-	-	-	-	-
Municipal Infrastructure Grant [Schedule 5B]		630	630	-	-	-	-	630	650	670
Water Services Infrastructure Grant		-	-	-	-	-	-	-	-	-
Public Transport Network Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Smart Connect Grant		-	-	-	-	-	-	-	-	-
Urban Settlement Development Grant		-	-	-	-	-	-	-	-	-
WiFi Grant [Department of Telecommunications and Postal Services		-	-	-	-	-	-	-	-	-
Street Lighting		-	-	-	-	-	-	-	-	-
Traditional Leaders - Imbizion		-	-	-	-	-	-	-	-	-
Department of Water and Sanitation Smart Living Handbook		-	-	-	-	-	-	-	-	-
Integrated National Electrification Programme Grant		-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget
		A	2 A1	3 B	4 C	5 D	6 E	7 F	+1 2021/22
R thousands									
Municipal Restructuring Grant		-	-	-	-	-	-	-	-
Regional Bulk Infrastructure Grant		-	-	-	-	-	-	-	-
Municipal Emergency Housing Grant		-	-	-	-	-	-	-	-
Metro Informal Settlements Partnership Grant		-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	
		A	2 A1	3 B	4 C	5 D	6 E	7 F	+1 2021/22	+2 2022/23
R thousands										
Provincial Government:		10 534	10 534	-	-	813	813	11 347	10 830	42 288
Capacity Building		-	-	-	-	-	-	-	-	-
Capacity Building and Other		10 534	10 534	-	-	813	813	11 347	10 830	11 258
Disaster and Emergency Services		-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Infrastructure		-	-	-	-	-	-	-	-	31 030
Libraries, Archives and Museums		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Public Transport		-	-	-	-	-	-	-	-	-
Road Infrastructure - Maintenance	4	-	-	-	-	-	-	-	-	-
Sports and Recreation		-	-	-	-	-	-	-	-	-
Waste Water Infrastructure - Maintenance		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure - Maintenance	5	-	-	-	-	-	-	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
All Grants		-	-	-	-	-	-	-	-	-
Other grant providers:		566	566	-	-	-	-	566	622	677
Departmental Agencies and Accounts		-	-	-	-	-	-	-	-	-
Foreign Government and International Organisations		566	566	-	-	-	-	566	622	677
Households		-	-	-	-	-	-	-	-	-
Non-profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		-	-	-	-	-	-	-	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Total Operating Transfers and Grants	6	74 464	74 464	-	-	813	813	75 277	76 821	113 119

Description	Ref	Budget Year 2020/21						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	2 A1	3 B	4 C	5 D	6 E	7 F	+1 2021/22	+2 2022/23
R thousands										
Capital Transfers and Grants										
National Government:		35 763	35 763	-	-	-	-	35 763	40 614	25 237
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		-	-	-	-	-	-	-	3 000	4 000
Municipal Infrastructure Grant [Schedule 5B]		18 831	18 831	-	-	-	-	18 831	20 223	21 237
Municipal Water Infrastructure Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Neighbourhood Development Partnership Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Public Transport Infrastructure Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Rural Household Infrastructure Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Rural Road Asset Management Systems Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Urban Settlement Development Grant [Schedule 4B]		-	-	-	-	-	-	-	-	-
Municipal Human Settlement		-	-	-	-	-	-	-	-	-
Community Library		-	-	-	-	-	-	-	-	-
Integrated City Development Grant [Schedule 4B]		-	-	-	-	-	-	-	-	-
Municipal Disaster Recovery Grant [Schedule 4B]		-	-	-	-	-	-	-	-	-
Energy Efficiency and Demand Side Management Grant		-	-	-	-	-	-	-	-	-
Khayelitsha Urban Renewal		-	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Public Transport Network Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Public Transport Network Operations Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Regional Bulk Infrastructure Grant (Schedule 5B)		16 931	16 931	-	-	-	-	16 931	17 391	-
Water Services Infrastructure Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
WiFi Connectivity		-	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		-	-	-	-	-	-	-	-	-
Aquaoponic Project		-	-	-	-	-	-	-	-	-
Restitition Settlement		-	-	-	-	-	-	-	-	-
Infrastructure Skills Development Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Restructuring Seed Funding		-	-	-	-	-	-	-	-	-
Municipal Disaster Relief Grant		-	-	-	-	-	-	-	-	-
Municipal Emergency Housing Grant		-	-	-	-	-	-	-	-	-
Metro Informal Settlements Partnership Grant		-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21							Budget Year	Budget Year
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	+1 2021/22	+2 2022/23
		A	2 A1	3 B	4 C	5 D	6 E	7 F	Adjusted Budget	Adjusted Budget
R thousands										
Provincial Government:		42 954	42 954	-	-	2 167	2 167	45 121	79 845	2 930
Capacity Building		-	-	-	-	-	-	-	-	-
Capacity Building and Other		-	-	-	-	722	722	722	-	800
Disaster and Emergency Services		-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Infrastructure		42 954	42 954	-	-	1 445	1 445	44 399	79 845	2 130
Libraries, Archives and Museums		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Public Transport		-	-	-	-	-	-	-	-	-
Road Infrastructure		-	-	-	-	-	-	-	-	-
Sports and Recreation		-	-	-	-	-	-	-	-	-
Waste Water Infrastructure		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-
District Municipality:		-	-	-	-	602	602	602	-	-
All Grants		-	-	-	-	602	602	602	-	-
Other grant providers:		10 048	10 048	-	-	5 344	5 344	15 392	13 737	10 173
Departmental Agencies and Accounts		-	-	-	-	-	-	-	-	-
Foreign Government and International Organisations		-	-	-	-	501	501	501	-	-
Households		-	-	-	-	-	-	-	-	-
Non-Profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		-	-	-	-	-	-	-	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Transfer from Operational Revenue		10 048	10 048	-	-	4 843	4 843	14 891	13 737	10 173
Total Capital Transfers and Grants	6	88 764	88 764	-	-	8 114	8 114	96 878	134 196	38 340
TOTAL EXPENDITURE OF TRANSFERS & GRANTS		163 228	163 228	-	-	8 926	8 926	172 155	211 017	151 459

WC022 Witzenberg - Supporting Table SB9 Adjustments Budget - reconciliation of transfers, grant receipts, and unspent funds - 25 Augustus

Description	Ref	Budget Year 2020/21						Budget Year +1	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	2 A1	3 B	4 C	5 D	6 E	7 F	2021/22	+2 2022/23
R thousands										
Operating transfers and grants:										
National Government:										
Balance unspent at beginning of the year		-	-	-	-	(6 804)	(6 804)	(6 804)	(6 804)	(6 804)
Current year receipts		(2 180)	(2 180)	-	-	-	-	(2 180)	(2 200)	(2 220)
Conditions met - transferred to revenue		(2 180)	(2 180)	-	-	(6 804)	(6 804)	(8 984)	(9 004)	(9 024)
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Provincial Government:										
Balance unspent at beginning of the year		-	-	-	-	8 037	8 037	8 037	8 037	8 037
Current year receipts		(12 894)	(12 894)	-	-	-	-	(12 894)	(10 830)	(42 288)
Conditions met - transferred to revenue		(12 894)	(12 894)	-	-	8 037	8 037	(4 857)	(2 793)	(34 251)
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
District Municipality:										
Balance unspent at beginning of the year		-	-	-	-	-	-	-	-	-
Current year receipts		-	-	-	-	-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Other grant providers:										
Balance unspent at beginning of the year		-	-	-	-	(2 219)	(2 219)	(2 219)	(2 219)	(2 219)
Current year receipts		-	-	-	-	-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	(2 219)	(2 219)	(2 219)	(2 219)	(2 219)
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Total operating transfers and grants revenue		(15 074)	(15 074)	-	-	(986)	(986)	(16 060)	(14 016)	(45 494)
Total operating transfers and grants - CTBM	2	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21						Budget Year +1	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	2 A1	3 B	4 C	5 D	6 E	7 F	2021/22	+2 2022/23
R thousands										
Capital transfers and grants:										
National Government:										
Balance unspent at beginning of the year		-	-	-	-	275	275	275	275	275
Current year receipts		(41 127)	(41 127)	-	-	-	-	(41 127)	(46 256)	(28 422)
Conditions met - transferred to revenue		(41 127)	(41 127)	-	-	275	275	(40 852)	(45 981)	(28 147)
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Provincial Government:										
Balance unspent at beginning of the year		-	-	-	-	(7 132)	(7 132)	(7 132)	(7 132)	(7 132)
Current year receipts		(43 084)	(43 084)	-	-	-	-	(43 084)	(79 910)	(3 050)
Conditions met - transferred to revenue		(43 084)	(43 084)	-	-	(7 132)	(7 132)	(50 216)	(87 042)	(10 182)
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
District Municipality:										
Balance unspent at beginning of the year		-	-	-	-	-	-	-	-	-
Current year receipts		-	-	-	-	-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Other grant providers:										
Balance unspent at beginning of the year		-	-	-	-	-	-	-	-	-
Current year receipts		-	-	-	-	-	-	-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Total capital transfers and grants revenue		(84 211)	(84 211)	-	-	(6 858)	(6 858)	(91 069)	(133 024)	(38 330)
Total capital transfers and grants - CTBM		-	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS REVENUE		(99 285)	(99 285)	-	-	(7 844)	(7 844)	(107 129)	(147 040)	(83 824)
TOTAL TRANSFERS AND GRANTS - CTBM		-	-	-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SB10 Adjustments Budget - transfers and grants made by the municipality - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget A	Prior Adjusted 6 A1	Accum. Funds 7 B	Multi-year capital 8 C	Unfore. Unavoid. 9 D	Nat. or Prov. Govt 10 E	Other Adjusts. 11 F	Total Adjusts. 12 G	Adjusted Budget 13 H	Adjusted Budget	Adjusted Budget
R thousands												
Cash transfers to other municipalities												
Operational	1	-	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-	-
Cash transfers to Entities/Other External Mechanisms												
Operational	2	-	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Entities/Ems'		-	-	-	-	-	-	-	-	-	-	-
Cash transfers to other Organs of State												
Operational	3	-	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-	-
Cash transfers to other Organisations												
Operational	4	1 396	1 396	-	-	-	-	-	-	1 396	1 460	1 528
Capital		-	-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Organisations		1 396	1 396	-	-	-	-	-	-	1 396	1 460	1 528
Cash Transfers to Groups of Individuals												
Operational	4	782	782	-	-	-	-	-	-	782	399	31 449
Capital		-	-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Groups Of Individuals:		782	782	-	-	-	-	-	-	782	399	31 449
TOTAL CASH TRANSFERS AND GRANTS	5	2 179	2 179	-	-	-	-	-	-	2 179	1 859	32 976

Description	Ref	Budget Year 2020/21									Budget Year	Budget Year	
		Original	Prior Adjusted	Accum. Funds	Multi-year	Unfore.	Nat. or Prov.	Other Adjusts.	Total Adjusts.	Adjusted	Adjusted	Adjusted	
		Budget	6	7	capital	Unavoid.	Govt			Budget	Budget	Budget	
R thousands	A	A1	B	8	9	10	11	12	13				
Non-cash transfers to other municipalities													
Operational	1	-	-	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to Entities/Other External Mechanisms													
Operational	2	-	-	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Entities/Ems'		-	-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to other Organs of State													
Operational	3	-	-	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to other Organisations													
Operational	4	-	-	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CASH TRANSFERS TO OTHER ORGANISATIONS:		-	-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to Groups of Individuals													
Operational	4	-	-	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Cash Grants To Groups Of Individuals:		-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CASH TRANSFERS AND GRANTS	5	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS		2 179	2 179	-	-	-	-	-	-	2 179	1 859	32 976	

WC022 Witzenberg - Supporting Table SB11 Adjustments Budget - councillor and staff benefits - 25 Augustus

Summary of remuneration	Ref	Budget Year 2020/21									% change
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	
Councillors (Political Office Bearers plus Other)											
Basic Salaries and Wages		8 104	8 104	-		-		-	-	8 104	0.0%
Pension and UIF Contributions		1 194	1 194	-		-		-	-	1 194	0.0%
Medical Aid Contributions		239	239	-		-		-	-	239	0.0%
Motor Vehicle Allowance		778	778	-		-		-	-	778	0.0%
Cellphone Allowance		1 149	1 149	-		-		-	-	1 149	0.0%
Housing Allowances		511	511	-		-		-	-	511	0.0%
Other benefits and allowances		56	56	-		-		-	-	56	0.0%
Sub Total - Councillors		12 032	12 032	-		-		-	-	12 032	
% increase			0.0%								0.0%
Senior Managers of the Municipality											
Basic Salaries and Wages		4 139	4 139	-		-		-	-	4 139	0.0%
Pension and UIF Contributions		851	851	-		-		-	-	851	0.0%
Medical Aid Contributions		147	147	-		-		-	-	147	0.0%
Overtime		-	-	-		-		-	-	-	0.0%
Performance Bonus		968	968	-		-		-	-	968	0.0%
Motor Vehicle Allowance		1 143	1 143	-		-		-	-	1 143	0.0%
Cellphone Allowance		77	77	-		-		-	-	77	0.0%
Housing Allowances		167	167	-		-		-	-	167	0.0%
Other benefits and allowances		125	125	-		-		-	-	125	0.0%
Payments in lieu of leave		-	-	-		-		-	-	-	0.0%
Long service awards		-	-	-		-		-	-	-	0.0%
Post-retirement benefit obligations		-	-	-		-		-	-	-	0.0%
Sub Total - Senior Managers of Municipality	5	7 617	7 617	-		-		-	-	7 617	
% increase			0.0%								0.0%
Other Municipal Staff											
Basic Salaries and Wages		126 695	126 695	-		-		-	-	126 695	0.0%
Pension and UIF Contributions		19 060	19 060	-		-		-	-	19 060	0.0%
Medical Aid Contributions		8 467	8 467	-		-		-	-	8 467	0.0%
Overtime		13 794	13 794	-		-		-	-	13 794	0.0%
Performance Bonus		8 895	8 895	-		-		-	-	8 895	0.0%
Motor Vehicle Allowance		4 886	4 886	-		-		-	-	4 886	0.0%
Cellphone Allowance		440	440	-		-		-	-	440	0.0%
Housing Allowances		1 792	1 792	-		-		-	-	1 792	0.0%
Other benefits and allowances		4 691	4 691	-		-		-	-	4 691	0.0%
Payments in lieu of leave		966	966	-		-		-	-	966	0.0%
Long service awards		-	-	-		-		-	-	-	0.0%
Post-retirement benefit obligations		28 880	28 880	-		-		-	-	28 880	0.0%
Sub Total - Other Municipal Staff	5	218 565	218 565	-		-		-	-	218 565	
% increase			0.0%								0.0%
Total Parent Municipality		238 214	238 214	-		-		-	-	238 214	0.0%
TOTAL SALARY, ALLOWANCES & BENEFITS		238 214	238 214	-		-		-	-	238 214	
% increase			0.0%								0.0%
TOTAL MANAGERS AND STAFF		226 182	226 182	-		-		-	-	226 182	0.0%

WC022 Witzenberg - Supporting Table SB12 Adjustments Budget - monthly revenue and expenditure (municipal vote) - 25 Augustus

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue by Vote																
Vote 1 - Financial Services		36 944	7 219	7 351	9 103	6 596	8 716	5 448	7 743	12 885	7 855	8 052	(17 831)	100 080	102 909	104 299
Vote 2 - Community Services		85	914	930	1 152	835	1 103	690	980	1 631	994	1 019	2 334	12 666	19 965	57 508
Vote 3 - Community Services		46 336	9 089	9 257	11 462	8 305	10 974	6 860	9 749	16 225	9 890	10 138	(22 270)	126 015	135 218	146 622
Vote 4 - Community Services		-	458	466	578	419	553	346	491	818	498	511	1 213	6 350	4 571	4 643
Vote 5 - Corporate Services		3	41	42	51	37	49	31	44	73	44	46	105	566	594	624
Vote 6 - Technical Services		26 112	28 095	24 606	30 470	22 077	29 173	18 236	25 916	43 130	26 291	26 950	33 929	334 985	386 112	357 822
Vote 7 - Technical Services		5 422	7 021	7 150	8 854	6 415	8 477	5 299	7 531	12 533	7 640	7 831	13 168	97 341	111 623	76 002
Vote 8 - Municipal Manager		40	111	113	140	102	134	84	119	199	121	124	255	1 542	1 607	1 675
Total Revenue by Vote		114 941	52 948	49 916	61 810	44 786	59 180	36 994	52 573	87 492	53 333	54 670	10 902	679 544	762 599	749 194
Expenditure by Vote																
Vote 1 - Financial Services		5 911	4 951	4 975	4 339	5 062	4 500	3 544	4 323	4 550	4 765	4 804	4 081	55 806	54 892	58 552
Vote 2 - Community Services		2 189	3 778	3 796	3 311	3 863	3 434	2 705	3 299	3 473	3 637	3 666	5 436	42 588	45 601	48 530
Vote 3 - Community Services		2 240	4 597	4 619	4 029	4 700	4 179	3 291	4 015	4 226	4 425	4 461	7 038	51 821	52 793	56 181
Vote 4 - Community Services		980	1 727	1 736	1 514	1 766	1 570	1 236	1 508	1 588	1 663	1 676	2 506	19 470	20 985	53 362
Vote 5 - Corporate Services		3 851	7 207	7 242	6 317	7 369	6 551	5 159	6 294	6 624	6 937	6 994	10 694	81 238	86 290	91 802
Vote 6 - Technical Services		5 352	29 931	30 075	26 233	30 602	27 208	21 426	26 138	27 511	28 811	29 045	55 054	337 384	362 615	395 085
Vote 7 - Technical Services		5 158	7 908	7 489	6 533	7 621	6 775	5 335	6 509	6 851	7 174	7 233	9 429	84 015	89 511	94 488
Vote 8 - Municipal Manager		882	1 391	1 398	1 220	1 423	1 265	996	1 215	1 279	1 339	1 350	1 927	15 685	16 769	17 939
Total Expenditure by Vote		26 563	61 491	61 329	53 496	62 405	55 483	43 692	53 301	56 101	58 752	59 230	96 165	688 008	729 455	815 938
Surplus/ (Deficit)		88 378	(8 543)	(11 413)	8 314	(17 619)	3 697	(6 698)	(728)	31 391	(5 419)	(4 560)	(85 263)	(8 463)	33 143	(66 744)

WC022 Witzenberg - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (functional classification) - 25 Augustus

Description - Standard classification	Ref	Budget Year 2020/21											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue - Functional																
Governance and administration		37 012	7 504	7 642	9 463	6 856	9 060	5 663	8 048	13 394	8 165	8 369	(17 145)	104 031	107 085	108 722
Executive and council	3	-	-	-	-	-	-	-	-	-	-	-	(3)	-	-	-
Finance and administration		37 009	7 504	7 642	9 463	6 856	9 060	5 663	8 048	13 394	8 165	8 369	(17 142)	104 031	107 085	108 722
Internal audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community and public safety		46 400	10 302	10 492	12 992	9 414	12 439	7 776	11 050	18 390	11 210	11 491	(19 122)	142 833	158 967	207 957
Community and social services		45 935	8 286	8 439	10 449	7 571	10 005	6 254	8 888	14 791	9 016	9 242	(23 995)	114 880	124 046	139 475
Sport and recreation	34	130	133	164	119	157	98	140	232	142	145	310	1 805	8 218	8 629	
Public safety	431	1 849	1 883	2 332	1 689	2 232	1 396	1 983	3 300	2 012	2 062	4 464	25 634	26 158	28 251	
Housing		-	37	38	47	34	45	28	40	66	40	41	98	514	545	31 603
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		123	5 528	1 625	2 012	1 458	1 926	1 204	1 711	2 848	1 736	1 779	168	22 118	48 799	13 382
Planning and development		123	740	291	360	261	345	215	306	510	311	318	178	3 958	2 627	2 745
Road transport		-	4 787	1 333	1 651	1 196	1 580	988	1 404	2 336	1 424	1 460	(12)	18 147	46 159	10 626
Environmental protection		-	1	1	1	1	1	1	1	2	1	1	3	13	14	10
Trading services		31 404	29 322	29 861	36 976	26 792	35 402	22 130	31 450	52 339	31 904	32 704	46 230	406 514	447 627	419 007
Energy sources		23 941	19 164	19 516	24 166	17 510	23 138	14 464	20 555	34 207	20 852	21 375	26 799	265 685	292 773	321 385
Water management		3 179	4 678	4 764	5 899	4 274	5 648	3 531	5 018	8 350	5 090	5 218	9 207	64 856	80 584	50 959
Waste water management		2 040	3 132	3 190	3 950	2 862	3 782	2 364	3 359	5 591	3 408	3 494	6 253	43 424	43 164	21 550
Waste management		2 245	2 348	2 391	2 961	2 145	2 835	1 772	2 518	4 191	2 555	2 619	3 971	32 549	31 105	25 113
Other		2	8	8	10	8	10	6	9	15	9	9	20	115	120	126
Total Revenue - Functional		114 941	52 664	49 627	61 453	44 527	58 837	36 780	52 268	86 985	53 024	54 353	10 151	675 612	762 599	749 194

Description - Standard classification	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Expenditure - Functional																
Governance and administration		10 781	13 641	13 707	11 956	13 947	12 400	9 765	11 913	12 538	13 131	13 238	16 750	153 768	159 136	169 632
Executive and council		1 785	2 716	2 729	2 380	2 777	2 469	1 944	2 372	2 496	2 614	2 635	3 696	30 612	32 525	34 529
Finance and administration		8 750	10 677	10 728	9 358	10 916	9 705	7 643	9 324	9 813	10 277	10 361	12 798	120 351	123 618	131 904
Internal audit		246	249	250	218	254	226	178	217	229	240	242	256	2 805	2 993	3 199
Community and public safety		5 222	9 525	9 571	8 348	9 739	8 658	6 818	8 318	8 755	9 168	9 243	14 001	107 367	112 367	150 506
Community and social services		1 559	2 564	2 576	2 247	2 622	2 331	1 835	2 239	2 357	2 468	2 488	3 616	28 902	28 492	30 073
Sport and recreation		1 424	2 702	2 715	2 368	2 763	2 456	1 934	2 360	2 483	2 601	2 622	4 029	30 457	32 703	34 934
Public safety		1 925	3 744	3 762	3 281	3 828	3 403	2 680	3 269	3 441	3 604	3 633	5 631	42 200	44 954	47 809
Housing		314	515	518	452	527	468	369	450	474	496	500	725	5 807	6 218	37 690
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		1 560	3 411	3 427	2 989	3 487	3 100	2 441	2 978	3 135	3 283	3 310	5 323	38 444	39 446	41 801
Planning and development		754	1 154	1 160	1 012	1 180	1 049	826	1 008	1 061	1 111	1 120	1 576	13 010	12 392	13 362
Road transport		790	2 078	2 088	1 821	2 125	1 889	1 488	1 815	1 910	2 000	2 017	3 404	23 425	24 883	26 096
Environmental protection		17	178	179	156	182	162	128	156	164	172	173	343	2 009	2 171	2 343
Trading services		8 999	34 334	34 499	30 092	35 104	31 210	24 577	29 982	31 558	33 049	33 318	60 293	387 015	417 504	452 945
Energy sources		1 967	23 994	24 109	21 030	24 532	21 811	17 176	20 953	22 054	23 096	23 284	46 457	270 463	293 366	322 093
Water management		2 434	3 170	3 185	2 778	3 241	2 882	2 269	2 768	2 914	3 051	3 076	3 963	35 733	37 962	39 776
Waste water management		2 161	3 084	3 099	2 703	3 153	2 804	2 208	2 693	2 835	2 969	2 993	4 063	34 766	37 044	38 992
Waste management		2 436	4 086	4 105	3 581	4 177	3 714	2 925	3 568	3 755	3 933	3 965	5 809	46 053	49 131	52 084
Other		-	85	86	75	87	77	61	74	78	82	83	172	959	1 003	1 053
Total Expenditure - Functional		26 563	60 996	61 289	53 460	62 364	55 446	43 663	53 265	56 064	58 713	59 191	96 538	687 553	729 455	815 938
Surplus/ (Deficit) 1.		88 378	(8 332)	(11 661)	7 992	(17 837)	3 391	(6 883)	(997)	30 922	(5 689)	(4 838)	(86 387)	(11 941)	33 143	(66 744)

WC022 Witzenberg - Supporting Table SB14 Adjustments Budget - monthly revenue and expenditure - 25 Augustus

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue By Source																
Property rates		36 554	9 228	7 585	21 898	4 528	3 542	4 798	4 567	3 942	3 978	4 146	(28 377)	76 388	81 736	85 822
Service charges - electricity revenue		23 941	20 835	20 711	20 818	18 914	13 919	16 440	23 836	25 997	28 920	29 240	23 401	266 973	284 115	312 915
Service charges - water revenue		3 179	3 245	1 899	3 468	2 176	2 382	2 787	4 133	2 781	3 226	3 169	2 691	35 137	37 630	39 821
Service charges - sanitation revenue		2 107	1 549	1 559	1 412	1 223	849	1 616	1 641	1 418	1 232	1 329	2 416	18 352	19 453	20 425
Service charges - refuse		2 240	1 857	1 532	2 232	1 665	1 592	1 810	2 058	1 617	1 759	1 732	1 175	21 271	22 547	23 547
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		91	140	238	270	227	34	389	325	349	82	266	252	2 663	8 342	8 759
Interest earned - external investments		235	580	759	455	701	529	1 494	1 029	592	620	873	1 261	9 129	9 586	9 089
Interest earned - outstanding debtors		0	-	-	-	-	-	-	-	8 264	-	-	(0)	8 264	8 677	9 111
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		-	985	2 233	567	2 302	579	921	2 360	977	878	3 438	5 217	20 456	21 479	22 563
Licences and permits		430	58	191	207	436	108	199	37	96	15	380	(148)	2 010	2 111	2 216
Agency services		-	-	-	-	-	-	-	-	-	3 854	-	-	3 854	4 046	4 249
Transfers and subsidies		45 920	2 786	4 114	2 326	2 375	32 994	-	4 916	28 865	140	0	(4 091)	120 343	125 089	166 900
Other revenue		245	410	692	2 126	773	242	1 165	420	241	2 173	384	368	9 240	11 847	9 632
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	(0)	(0)	(0)	-
Total Revenue		114 941	41 673	41 512	55 779	35 321	56 770	31 620	45 323	75 138	46 878	44 959	4 166	594 079	636 657	715 040
Expenditure By Type																
Employee related costs		15 455	18 288	17 076	17 330	27 381	17 478	17 513	21 077	17 644	18 075	20 496	18 369	226 182	242 401	262 678
Remuneration of councillors		825	977	969	934	948	971	1 196	1 003	1 013	1 014	1 012	1 169	12 032	12 633	13 265
Debt impairment		1	3 500	3 500	3 500	3 500	3 500	3 500	3 500	3 500	3 500	3 500	9 687	44 688	47 670	50 416
Depreciation & asset impairment		2	3 390	3 390	3 390	3 390	3 390	3 390	3 390	3 390	3 390	3 390	6 786	40 688	42 918	42 918
Finance charges		-	-	-	-	-	4 582	-	-	427	-	-	4 172	9 181	9 635	10 108
Bulk purchases		184	26 551	25 625	14 859	14 671	14 293	13 008	17 408	17 778	22 001	20 552	45 832	232 760	252 871	279 144
Other materials		501	403	623	2 535	1 627	1 953	1 289	3 352	1 381	1 855	2 565	2 013	20 096	20 425	21 410
Contracted services		602	2 668	4 632	4 439	5 138	4 876	2 284	2 116	6 211	4 249	6 346	9 621	53 182	52 008	54 155
Grants and subsidies		66	64	50	84	-	1	150	22	1 541	46	89	66	2 179	1 859	32 976
Other expenditure		8 929	5 196	5 464	6 423	5 751	4 441	1 361	1 434	3 216	4 622	1 281	(1 097)	47 020	47 035	48 867
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	0	0	0	-
Total Expenditure		26 563	61 036	61 329	53 496	62 405	55 483	43 692	53 301	56 101	58 752	59 230	96 620	688 008	729 455	815 938
Surplus/(Deficit)																
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		88 378	(19 363)	(19 817)	2 283	(27 084)	1 287	(12 072)	(7 978)	19 037	(11 874)	(14 271)	(92 454)	(93 928)	(92 798)	(100 898)
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	7 306	8 367	5 986	9 432	2 366	5 346	7 211	12 290	6 415	9 670	10 574	84 964	120 459	28 167
Transfers and subsidies - capital (in-kind - all)		-	-	501	-	-	-	-	-	-	-	-	-	501	-	-
Surplus/(Deficit) after capital transfers & contributions		88 378	(12 057)	(10 948)	8 269	(17 652)	3 653	(6 725)	(767)	31 327	(5 458)	(4 601)	(81 881)	(8 463)	27 661	(72 732)

WC022 Witzenberg - Supporting Table SB15 Adjustments Budget - monthly cash flow - 25 Augustus

Monthly cash flows	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	
R thousands																	
Cash Receipts By Source	1																
Property rates		4 112	8 766	7 206	20 803	4 301	3 365	4 558	4 339	3 745	3 779	3 939	3 656	72 569	77 649	81 531	
Service charges - electricity revenue		21 484	20 627	20 504	20 610	18 725	13 780	16 276	23 598	25 737	28 631	28 948	25 384	264 303	281 274	309 786	
Service charges - water revenue		2 338	3 083	1 804	3 294	2 068	2 263	2 648	3 926	2 642	3 065	3 011	3 239	33 380	35 748	37 830	
Service charges - sanitation revenue		1 302	1 471	1 481	1 341	1 162	806	1 535	1 559	1 347	1 170	1 263	2 995	17 434	18 480	19 404	
Service charges - refuse		1 545	1 765	1 455	2 120	1 582	1 513	1 720	1 955	1 536	1 671	1 646	1 699	20 207	21 420	22 370	
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rental of facilities and equipment		3	70	119	135	114	17	194	162	174	41	133	169	1 331	4 171	4 380	
Interest earned - external investments		235	580	759	455	701	529	1 494	1 029	592	620	873	1 261	9 129	9 586	9 089	
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	2 479	-	-	-	2 479	2 603	2 733	
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fines, penalties and forfeits		3	256	581	147	598	150	240	613	254	228	894	1 353	5 319	5 585	5 864	
Licences and permits		813	58	191	207	436	108	199	37	96	15	380	(531)	2 010	2 111	2 216	
Agency services		-	-	-	-	-	-	-	-	-	3 854	-	-	3 854	4 046	4 249	
Transfer receipts - operational		45 862	2 323	4 098	2 317	2 366	32 869	-	4 897	28 755	139	0	(3 738)	119 888	125 089	166 900	
Other revenue		83	410	692	2 126	773	242	1 165	420	241	2 173	384	531	9 239	11 847	9 632	
Cash Receipts by Source		77 779	39 409	38 889	53 557	32 826	55 642	30 029	42 537	67 599	45 387	41 471	36 018	561 144	599 608	675 983	
Other Cash Flows by Source																	
Transfers receipts - capital		3 721	-	-	4 435	6 843	9 588	-	8 871	20 232	7 295	3 178	17 823	81 987	120 459	28 167	
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Increase (decrease) in consumer deposits		(35)	-	-	-	-	-	-	-	-	-	-	35	-	-	-	
Decrease (Increase) in non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) other non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Cash Receipts by Source		81 465	39 409	38 889	57 993	39 670	65 230	30 029	51 408	87 831	52 683	44 649	53 876	643 131	720 067	704 150	

Monthly cash flows	Ref	Budget Year 2020/21											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Cash Payments by Type																
Employee related costs		13 585	16 120	15 052	15 276	24 135	15 406	15 437	18 578	15 552	15 932	18 066	16 230	199 371	215 590	235 867
Remuneration of councillors		940	977	969	934	948	971	1 196	1 003	1 013	1 014	1 012	1 054	12 032	12 633	13 265
Finance charges		-	-	-	-	-	851	-	-	79	-	-	775	1 706	2 160	2 633
Bulk purchases - Electricity		29 263	26 551	25 625	14 859	14 671	14 293	13 008	17 408	17 778	22 001	20 552	16 753	232 760	252 871	279 144
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 462	403	623	2 535	1 627	1 953	1 289	3 352	1 381	1 855	2 565	1 053	20 096	20 425	21 410
Contracted services		1 859	2 645	4 593	4 401	5 094	4 834	2 265	2 098	6 158	4 213	6 292	8 276	52 727	52 008	54 155
Transfers and grants - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and grants - other		672	64	50	84	-	1	150	22	1 541	46	89	(540)	2 179	1 859	32 976
Other expenditure		10 173	5 196	5 464	6 423	5 751	4 441	1 361	1 434	3 216	4 622	1 281	(2 341)	47 020	47 035	48 867
Cash Payments by Type		57 953	51 956	52 376	44 514	52 225	42 749	34 707	43 894	46 719	49 683	49 856	41 260	567 891	604 582	688 318
Other Cash Flows/Payments by Type																
Capital assets		1 025	4 364	9 541	6 825	10 755	2 698	6 096	8 222	14 013	7 315	11 027	14 997	96 878	134 196	38 340
Repayment of borrowing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Cash Flows/Payments		864	-	-	-	-	-	-	-	-	-	-	(864)	-	-	-
Total Cash Payments by Type		59 842	56 320	61 916	51 339	62 980	45 448	40 803	52 116	60 731	56 998	60 883	55 393	664 769	738 777	726 658
NET INCREASE/(DECREASE) IN CASH HELD		21 623	(16 911)	(23 027)	6 654	(23 310)	19 783	(10 774)	(708)	27 099	(4 315)	(16 234)	(1 518)	(21 638)	(18 710)	(22 508)
Cash/cash equivalents at the month/year beginning:		128 954	150 577	133 666	110 639	117 293	93 983	113 765	102 991	102 283	129 383	125 068	108 834	128 954	107 316	88 606
Cash/cash equivalents at the month/year end:		150 577	133 666	110 639	117 293	93 983	113 765	102 991	102 283	129 383	125 068	108 834	107 316	107 316	88 606	66 098

WC022 Witzenberg - Supporting Table SB16 Adjustments Budget - monthly capital expenditure (municipal vote) - 25 Augustus

Description - Municipal Vote	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Multi-year expenditure appropriation	1															
Vote 1 - Financial Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Community Services		-	3	6	5	7	2	4	5	9	5	7	11	64	-	-
Vote 3 - Community Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 4 - Community Services		-	39	86	61	97	24	55	74	126	66	99	144	870	-	-
Vote 5 - Corporate Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Technical Services		-	1 325	2 897	2 072	3 266	819	1 851	2 497	4 255	2 221	3 348	4 865	29 417	36 025	7 565
Vote 7 - Technical Services		-	1 214	2 653	1 898	2 991	750	1 695	2 287	3 897	2 034	3 067	4 456	26 943	41 096	-
Vote 8 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Multi-year expenditure sub-total	3	-	2 581	5 642	4 036	6 360	1 596	3 605	4 863	8 287	4 326	6 521	9 475	57 293	77 121	7 565
Single-year expenditure appropriation																
Vote 1 - Financial Services		-	5	10	7	11	3	6	9	15	8	12	17	102	-	-
Vote 2 - Community Services		-	33	71	51	80	20	45	61	104	54	82	119	722	137	5 619
Vote 3 - Community Services		-	46	101	73	114	29	65	87	149	78	117	170	1 030	-	80
Vote 4 - Community Services		-	68	148	106	167	42	95	128	218	114	172	249	1 508	-	30
Vote 5 - Corporate Services		-	190	416	298	469	118	266	359	612	319	481	699	4 228	-	600
Vote 6 - Technical Services		-	1 104	2 413	1 727	2 720	683	1 542	2 080	3 545	1 850	2 789	4 053	24 506	45 658	14 919
Vote 7 - Technical Services		-	494	1 080	773	1 217	305	690	931	1 586	828	1 248	1 814	10 966	11 279	9 526
Vote 8 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total	3	-	1 940	4 241	3 034	4 780	1 199	2 710	3 655	6 229	3 252	4 901	7 122	43 063	57 075	30 774
Total Capital Expenditure	2	-	4 521	9 883	7 070	11 141	2 795	6 315	8 517	14 516	7 578	11 422	16 597	100 356	134 196	38 340

WC022 Witzenberg - Supporting Table SB17 Adjustments Budget - monthly capital expenditure (functional classification) - 25 Augustus

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	
R thousands																	
Capital Expenditure - Functional																	
<i>Governance and administration</i>		-	171	374	268	422	106	239	323	550	287	433	629	3 802	-	600	
Executive and council		-	65	143	102	161	40	91	123	210	109	165	240	1 450	-	-	
Finance and administration		-	106	232	166	261	66	148	200	340	178	268	389	2 352	-	600	
Internal audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<i>Community and public safety</i>		-	122	267	191	301	76	171	230	393	205	309	449	2 716	137	5 729	
Community and social services		-	45	98	70	110	28	62	84	143	75	113	164	990	137	4 859	
Sport and recreation		-	42	93	66	104	26	59	80	136	71	107	155	940	-	70	
Public safety		-	35	77	55	87	22	49	67	114	59	89	130	786	-	800	
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<i>Economic and environmental services</i>		-	1 160	2 536	1 814	2 858	717	1 620	2 185	3 724	1 944	2 931	4 258	25 748	53 978	12 984	
Planning and development		-	67	146	104	164	41	93	125	214	112	168	244	1 478	-	-	
Road transport		-	1 093	2 390	1 710	2 694	676	1 527	2 060	3 511	1 833	2 762	4 014	24 271	53 978	12 984	
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<i>Trading services</i>		-	3 067	6 705	4 797	7 559	1 896	4 285	5 779	9 849	5 141	7 750	11 261	68 089	80 080	19 026	
Energy sources		-	132	289	207	326	82	185	249	425	222	334	485	2 935	5 065	8 000	
Water management		-	1 275	2 786	1 993	3 141	788	1 780	2 401	4 093	2 136	3 220	4 679	28 294	39 990	9 526	
Waste water management		-	1 187	2 595	1 856	2 925	734	1 658	2 236	3 811	1 989	2 999	4 357	26 347	22 640	1 500	
Waste management		-	474	1 035	741	1 167	293	662	892	1 521	794	1 197	1 739	10 513	12 384	-	
<i>Other</i>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Capital Expenditure - Functional		-	4 521	9 883	7 070	11 141	2 795	6 315	8 517	14 516	7 578	11 422	16 597	100 356	134 196	38 340	

WC022 Witzenberg - Supporting Table SB18a Adjustments Budget - capital expenditure on new assets by asset class - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Capital expenditure on new assets by Asset Class/Sub-class												
Infrastructure		73 717	74 967	-	-	-	-	1 592	1 592	76 558	46 555	13 591
Roads Infrastructure		13 417	13 417	-	-	-	-	-	-	13 417	935	1 565
Roads		12 547	12 547	-	-	-	-	-	-	12 547	-	1 565
Road Structures		870	870	-	-	-	-	-	-	870	935	-
Road Furniture		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		13 819	13 819	-	-	-	-	-	-	13 819	-	-
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		13 819	13 819	-	-	-	-	-	-	13 819	-	-
Attenuation		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	1 250	-	-	-	-	435	435	1 685	4 565	4 000
Power Plants		-	-	-	-	-	-	-	-	-	-	-
HV Substations		-	-	-	-	-	-	-	-	-	-	-
HV Switching Station		-	-	-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-	-	-
MV Switching Stations		-	-	-	-	-	-	-	-	-	-	-
MV Networks		-	1 250	-	-	-	-	435	435	1 685	3 000	4 000
LV Networks		-	-	-	-	-	-	-	-	-	1 565	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		26 896	26 896	-	-	-	-	-	-	26 896	28 670	8 026
Dams and Weirs		16 931	16 931	-	-	-	-	-	-	16 931	17 391	-
Boreholes		-	-	-	-	-	-	-	-	-	-	-
Reservoirs		-	-	-	-	-	-	-	-	-	11 279	-
Pump Stations		-	-	-	-	-	-	-	-	-	-	-
Water Treatment Works		-	-	-	-	-	-	-	-	-	-	-
Bulk Mains		476	476	-	-	-	-	-	-	476	-	8 026
Distribution		9 489	9 489	-	-	-	-	-	-	9 489	-	-
Distribution Points		-	-	-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		10 228	10 228	-	-	-	-	-	-	10 228	-	-
Pump Station		-	-	-	-	-	-	-	-	-	-	-
Reticulation		10 228	10 228	-	-	-	-	-	-	10 228	-	-
Waste Water Treatment Works		-	-	-	-	-	-	-	-	-	-	-
Outfall Sewers		-	-	-	-	-	-	-	-	-	-	-
Toilet Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Solid Waste Infrastructure		9 356	9 356	-	-	-	-	1 157	1 157	10 513	12 384	-
Landfill Sites		-	-	-	-	-	-	-	-	-	-	-
Waste Transfer Stations		-	-	-	-	-	-	501	501	501	-	-
Waste Processing Facilities		-	-	-	-	-	-	-	-	-	-	-
Waste Drop-off Points		-	-	-	-	-	-	-	-	-	-	-
Waste Separation Facilities		9 356	9 356	-	-	-	-	656	656	10 012	12 384	-
Electricity Generation Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Lines		-	-	-	-	-	-	-	-	-	-	-
Rail Structures		-	-	-	-	-	-	-	-	-	-	-
Rail Furniture		-	-	-	-	-	-	-	-	-	-	-
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	-	-	-	-	-	-	-	-
Attenuation		-	-	-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-	-	-
LV Networks		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sand Pumps		-	-	-	-	-	-	-	-	-	-	-
Piers		-	-	-	-	-	-	-	-	-	-	-
Revetments		-	-	-	-	-	-	-	-	-	-	-
Promenades		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Data Centres		-	-	-	-	-	-	-	-	-	-	-
Core Layers		-	-	-	-	-	-	-	-	-	-	-
Distribution Layers		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Community Assets		30	30	-	-	-	-	1 478	1 478	1 508	311	11 675
Community Facilities		-	-	-	-	-	-	1 478	1 478	1 478	311	11 645
Halls		-	-	-	-	-	-	-	-	-	-	-
Centres		-	-	-	-	-	-	-	-	-	174	6 826
Crèches		-	-	-	-	-	-	-	-	-	-	-
Clinics/Care Centres		-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-	-	-
Testing Stations		-	-	-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Cemeteries/Crematoria		-	-	-	-	-	-	-	-	-	137	4 819
Police		-	-	-	-	-	-	-	-	-	-	-
Parks		-	-	-	-	-	-	-	-	-	-	-
Public Open Space		-	-	-	-	-	-	-	-	-	-	-
Nature Reserves		-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	1 478	1 478	1 478	-	-
Stalls		-	-	-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		30	30	-	-	-	-	-	-	30	-	30
Indoor Facilities		-	-	-	-	-	-	-	-	-	-	-
Outdoor Facilities		30	30	-	-	-	-	-	-	30	-	30
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Monuments		-	-	-	-	-	-	-	-	-	-	-
Historic Buildings		-	-	-	-	-	-	-	-	-	-	-
Works of Art		-	-	-	-	-	-	-	-	-	-	-
Conservation Areas		-	-	-	-	-	-	-	-	-	-	-
Other Heritage		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H			
R thousands													
Other assets		-	-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-	-	-	-
Municipal Offices		-	-	-	-	-	-	-	-	-	-	-	-
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-	-	-	-
Yards		-	-	-	-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-	-	-	-
Training Centres		-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-	-	-	-
Depots		-	-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-	-
Staff Housing		-	-	-	-	-	-	-	-	-	-	-	-
Social Housing		-	-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-	-
Water Rights		-	-	-	-	-	-	-	-	-	-	-	-
Effluent Licenses		-	-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses		-	-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications		-	-	-	-	-	-	-	-	-	-	-	-
Load Settlement Software Applications		-	-	-	-	-	-	-	-	-	-	-	-
Unspecified		-	-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		450	450	-	-	-	-	0	0	450	-	600	
Computer Equipment		450	450	-	-	-	-	0	0	450	-	600	
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-	
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-	
Machinery and Equipment		430	1 328	-	-	-	-	1 447	1 447	2 775	-	80	
Machinery and Equipment		430	1 328	-	-	-	-	1 447	1 447	2 775	-	80	
Transport Assets		-	-	-	-	-	-	722	722	722	-	800	
Transport Assets		-	-	-	-	-	-	722	722	722	-	800	
Land		-	-	-	-	-	-	-	-	-	-	-	
Land		-	-	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-	
Total Capital Expenditure on new assets to be adjusted	1	74 627	76 774	-	-	-	-	5 238	5 238	82 013	46 866	26 747	

WC022 Witzenberg - Supporting Table SB18b Adjustments Budget - capital expenditure on renewal of existing assets by asset class - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Capital expenditure on renewal of existing assets by Asset Class/Sub-class												
Infrastructure		4 300	4 300	-	-	-	-	-	-	4 300	-	5 000
Roads Infrastructure		1 800	1 800	-	-	-	-	-	-	1 800	-	2 000
Roads		1 800	1 800	-	-	-	-	-	-	1 800	-	2 000
Road Structures		-	-	-	-	-	-	-	-	-	-	-
Road Furniture		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	-	-	-	-	-	-	-	-
Attenuation		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Power Plants		-	-	-	-	-	-	-	-	-	-	-
HV Substations		-	-	-	-	-	-	-	-	-	-	-
HV Switching Station		-	-	-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-	-	-
MV Switching Stations		-	-	-	-	-	-	-	-	-	-	-
MV Networks		-	-	-	-	-	-	-	-	-	-	-
LV Networks		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		500	500	-	-	-	-	-	-	500	-	1 500
Dams and Weirs		-	-	-	-	-	-	-	-	-	-	-
Boreholes		-	-	-	-	-	-	-	-	-	-	-
Reservoirs		-	-	-	-	-	-	-	-	-	-	-
Pump Stations		-	-	-	-	-	-	-	-	-	-	-
Water Treatment Works		-	-	-	-	-	-	-	-	-	-	-
Bulk Mains		-	-	-	-	-	-	-	-	-	-	-
Distribution		500	500	-	-	-	-	-	-	500	-	1 500
Distribution Points		-	-	-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		2 000	2 000	-	-	-	-	-	-	2 000	-	1 500
Pump Station		-	-	-	-	-	-	-	-	-	-	-
Reticulation		500	500	-	-	-	-	-	-	500	-	1 500
Waste Water Treatment Works		1 500	1 500	-	-	-	-	-	-	1 500	-	-
Outfall Sewers		-	-	-	-	-	-	-	-	-	-	-
Toilet Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Landfill Sites		-	-	-	-	-	-	-	-	-	-	-
Waste Transfer Stations		-	-	-	-	-	-	-	-	-	-	-
Waste Processing Facilities		-	-	-	-	-	-	-	-	-	-	-
Waste Drop-off Points		-	-	-	-	-	-	-	-	-	-	-
Waste Separation Facilities		-	-	-	-	-	-	-	-	-	-	-
Electricity Generation Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Lines		-	-	-	-	-	-	-	-	-	-	-
Rail Structures		-	-	-	-	-	-	-	-	-	-	-
Rail Furniture		-	-	-	-	-	-	-	-	-	-	-
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	-	-	-	-	-	-	-	-
Attenuation		-	-	-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-	-	-
LV Networks		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sand Pumps		-	-	-	-	-	-	-	-	-	-	-
Piers		-	-	-	-	-	-	-	-	-	-	-
Revetments		-	-	-	-	-	-	-	-	-	-	-
Promenades		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Data Centres		-	-	-	-	-	-	-	-	-	-	-
Core Layers		-	-	-	-	-	-	-	-	-	-	-
Distribution Layers		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Community Assets		-	-	-	-	-	-	-	-	-	-	-
Community Facilities		-	-	-	-	-	-	-	-	-	-	-
Halls		-	-	-	-	-	-	-	-	-	-	-
Centres		-	-	-	-	-	-	-	-	-	-	-
Crèches		-	-	-	-	-	-	-	-	-	-	-
Clinics/Care Centres		-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-	-	-
Testing Stations		-	-	-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Cemeteries/Crematoria		-	-	-	-	-	-	-	-	-	-	-
Police		-	-	-	-	-	-	-	-	-	-	-
Parks		-	-	-	-	-	-	-	-	-	-	-
Public Open Space		-	-	-	-	-	-	-	-	-	-	-
Nature Reserves		-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-	-	-
Stalls		-	-	-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-	-	-
Indoor Facilities		-	-	-	-	-	-	-	-	-	-	-
Outdoor Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Monuments		-	-	-	-	-	-	-	-	-	-	-
Historic Buildings		-	-	-	-	-	-	-	-	-	-	-
Works of Art		-	-	-	-	-	-	-	-	-	-	-
Conservation Areas		-	-	-	-	-	-	-	-	-	-	-
Other Heritage		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H			
R thousands													
Other assets		600	600	-	-	-	-	1 430	1 430	2 030	-	-	
Operational Buildings		600	600	-	-	-	-	1 430	1 430	2 030	-	-	
Municipal Offices		600	600	-	-	-	-	1 430	1 430	2 030	-	-	
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-	-	-	
Building Plan Offices		-	-	-	-	-	-	-	-	-	-	-	
Workshops		-	-	-	-	-	-	-	-	-	-	-	
Yards		-	-	-	-	-	-	-	-	-	-	-	
Stores		-	-	-	-	-	-	-	-	-	-	-	
Laboratories		-	-	-	-	-	-	-	-	-	-	-	
Training Centres		-	-	-	-	-	-	-	-	-	-	-	
Manufacturing Plant		-	-	-	-	-	-	-	-	-	-	-	
Depots		-	-	-	-	-	-	-	-	-	-	-	
Capital Spares		-	-	-	-	-	-	-	-	-	-	-	
Housing		-	-	-	-	-	-	-	-	-	-	-	
Staff Housing		-	-	-	-	-	-	-	-	-	-	-	
Social Housing		-	-	-	-	-	-	-	-	-	-	-	
Capital Spares		-	-	-	-	-	-	-	-	-	-	-	
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-	
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-	
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-	
Servitudes		-	-	-	-	-	-	-	-	-	-	-	
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-	
Water Rights		-	-	-	-	-	-	-	-	-	-	-	
Effluent Licenses		-	-	-	-	-	-	-	-	-	-	-	
Solid Waste Licenses		-	-	-	-	-	-	-	-	-	-	-	
Computer Software and Applications		-	-	-	-	-	-	-	-	-	-	-	
Load Settlement Software Applications		-	-	-	-	-	-	-	-	-	-	-	
Unspecified		-	-	-	-	-	-	-	-	-	-	-	
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-	
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-	
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-	
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-	
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-	
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-	
Transport Assets		-	-	-	-	-	-	-	-	-	-	-	
Transport Assets		-	-	-	-	-	-	-	-	-	-	-	
Land		-	-	-	-	-	-	-	-	-	-	-	
Land		-	-	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-	
Total Capital Expenditure on renewal of existing assets to be adjusted	1	4 900	4 900	-	-	-	-	1 430	1 430	6 330	-	5 000	

WC022 Witzenberg - Supporting Table SB18c Adjustments Budget - expenditure on repairs and maintenance by asset class - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Repairs and maintenance expenditure by Asset Class/Sub-class												
Infrastructure		14 259	14 559	-	-	-	-	-	-	14 559	14 955	15 658
Roads Infrastructure		6 864	6 864	-	-	-	-	-	-	6 864	7 182	7 542
Roads		5 994	5 994	-	-	-	-	-	-	5 994	6 272	6 586
Road Structures		-	-	-	-	-	-	-	-	-	-	-
Road Furniture		870	870	-	-	-	-	-	-	870	911	956
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		2 044	2 044	-	-	-	-	-	-	2 044	2 130	2 224
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		2 044	2 044	-	-	-	-	-	-	2 044	2 130	2 224
Attenuation		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		1 931	2 231	-	-	-	-	-	-	2 231	2 059	2 129
Power Plants		-	-	-	-	-	-	-	-	-	-	-
HV Substations		80	80	-	-	-	-	-	-	80	84	88
HV Switching Station		-	-	-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-	-	-
MV Substations		754	754	-	-	-	-	-	-	754	791	831
MV Switching Stations		53	53	-	-	-	-	-	-	53	56	59
MV Networks		758	1 058	-	-	-	-	-	-	1 058	829	838
LV Networks		285	285	-	-	-	-	-	-	285	299	314
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		1 270	1 270	-	-	-	-	-	-	1 270	1 329	1 395
Dams and Weirs		205	205	-	-	-	-	-	-	205	214	225
Boreholes		147	147	-	-	-	-	-	-	147	154	162
Reservoirs		-	-	-	-	-	-	-	-	-	-	-
Pump Stations		49	49	-	-	-	-	-	-	49	51	54
Water Treatment Works		98	98	-	-	-	-	-	-	98	103	108
Bulk Mains		400	400	-	-	-	-	-	-	400	419	440
Distribution		303	303	-	-	-	-	-	-	303	317	333
Distribution Points		49	49	-	-	-	-	-	-	49	51	54
PRV Stations		18	18	-	-	-	-	-	-	18	19	20
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		2 151	2 151	-	-	-	-	-	-	2 151	2 255	2 367
Pump Station		-	-	-	-	-	-	-	-	-	-	-
Reticulation		648	648	-	-	-	-	-	-	648	679	713
Waste Water Treatment Works		1 413	1 413	-	-	-	-	-	-	1 413	1 480	1 554
Outfall Sewers		-	-	-	-	-	-	-	-	-	-	-
Toilet Facilities		90	90	-	-	-	-	-	-	90	95	100
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Landfill Sites		-	-	-	-	-	-	-	-	-	-	-
Waste Transfer Stations		-	-	-	-	-	-	-	-	-	-	-
Waste Processing Facilities		-	-	-	-	-	-	-	-	-	-	-
Waste Drop-off Points		-	-	-	-	-	-	-	-	-	-	-
Waste Separation Facilities		-	-	-	-	-	-	-	-	-	-	-
Electricity Generation Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Lines		-	-	-	-	-	-	-	-	-	-	-
Rail Structures		-	-	-	-	-	-	-	-	-	-	-
Rail Furniture		-	-	-	-	-	-	-	-	-	-	-
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	-	-	-	-	-	-	-	-
Attenuation		-	-	-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-	-	-
LV Networks		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sand Pumps		-	-	-	-	-	-	-	-	-	-	-
Piers		-	-	-	-	-	-	-	-	-	-	-
Revetments		-	-	-	-	-	-	-	-	-	-	-
Promenades		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Data Centres		-	-	-	-	-	-	-	-	-	-	-
Core Layers		-	-	-	-	-	-	-	-	-	-	-
Distribution Layers		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Community Assets		981	981	-	-	-	-	-	-	981	1 026	1 077
Community Facilities		581	581	-	-	-	-	-	-	581	607	637
Halls		149	149	-	-	-	-	-	-	149	156	163
Centres		-	-	-	-	-	-	-	-	-	-	-
Crèches		38	38	-	-	-	-	-	-	38	38	40
Clinics/Care Centres		-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-	-	-
Testing Stations		-	-	-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-	-	-
Libraries		(3)	(3)	-	-	-	-	-	-	(3)	(3)	(3)
Cemeteries/Crematoria		125	125	-	-	-	-	-	-	125	131	137
Police		-	-	-	-	-	-	-	-	-	-	-
Parks		-	-	-	-	-	-	-	-	-	-	-
Public Open Space		-	-	-	-	-	-	-	-	-	-	-
Nature Reserves		-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities		205	205	-	-	-	-	-	-	205	216	226
Markets		67	67	-	-	-	-	-	-	67	70	74
Stalls		-	-	-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		400	400	-	-	-	-	-	-	400	419	440
Indoor Facilities		295	295	-	-	-	-	-	-	295	309	325
Outdoor Facilities		105	105	-	-	-	-	-	-	105	110	115
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Monuments		-	-	-	-	-	-	-	-	-	-	-
Historic Buildings		-	-	-	-	-	-	-	-	-	-	-
Works of Art		-	-	-	-	-	-	-	-	-	-	-
Conservation Areas		-	-	-	-	-	-	-	-	-	-	-
Other Heritage		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21										Budget Year +1	Budget Year +2				
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget				
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H							
R thousands																	
Other assets		495	495	-	-	-	-	-	-	-	495	526	559				
Operational Buildings		338	338	-	-	-	-	-	-	-	338	361	386				
Municipal Offices		338	338	-	-	-	-	-	-	-	338	361	386				
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-	-	-	-				
Building Plan Offices		-	-	-	-	-	-	-	-	-	-	-	-				
Workshops		-	-	-	-	-	-	-	-	-	-	-	-				
Yards		-	-	-	-	-	-	-	-	-	-	-	-				
Stores		-	-	-	-	-	-	-	-	-	-	-	-				
Laboratories		-	-	-	-	-	-	-	-	-	-	-	-				
Training Centres		-	-	-	-	-	-	-	-	-	-	-	-				
Manufacturing Plant		-	-	-	-	-	-	-	-	-	-	-	-				
Depots		-	-	-	-	-	-	-	-	-	-	-	-				
Capital Spares		-	-	-	-	-	-	-	-	-	-	-	-				
Housing		157	157	-	-	-	-	-	-	-	157	165	173				
Staff Housing		-	-	-	-	-	-	-	-	-	-	-	-				
Social Housing		157	157	-	-	-	-	-	-	-	157	165	173				
Capital Spares		-	-	-	-	-	-	-	-	-	-	-	-				
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-	-				
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-	-				
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-	-				
Servitudes		-	-	-	-	-	-	-	-	-	-	-	-				
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-	-				
Water Rights		-	-	-	-	-	-	-	-	-	-	-	-				
Effluent Licenses		-	-	-	-	-	-	-	-	-	-	-	-				
Solid Waste Licenses		-	-	-	-	-	-	-	-	-	-	-	-				
Computer Software and Applications		-	-	-	-	-	-	-	-	-	-	-	-				
Load Settlement Software Applications		-	-	-	-	-	-	-	-	-	-	-	-				
Unspecified		-	-	-	-	-	-	-	-	-	-	-	-				
Computer Equipment		328	328	-	-	-	-	-	-	-	328	345	362				
Computer Equipment		328	328	-	-	-	-	-	-	-	328	345	362				
Furniture and Office Equipment		37	37	-	-	-	-	-	-	-	37	39	41				
Furniture and Office Equipment		37	37	-	-	-	-	-	-	-	37	39	41				
Machinery and Equipment		271	271	-	-	-	-	-	-	-	271	283	297				
Machinery and Equipment		271	271	-	-	-	-	-	-	-	271	283	297				
Transport Assets		1 912	1 912	-	-	-	-	-	-	-	1 912	2 282	2 357				
Transport Assets		1 912	1 912	-	-	-	-	-	-	-	1 912	2 282	2 357				
Land		-	-	-	-	-	-	-	-	-	-	-	-				
Land		-	-	-	-	-	-	-	-	-	-	-	-				
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-	-				
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-	-				
Total Repairs and Maintenance Expenditure to be adjusted	1	18 282	18 582	-	-	-	-	-	-	-	18 582	19 454	20 350				

WC022 Witzenberg - Supporting Table SB18d Adjustments Budget - depreciation by asset class - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Depreciation by Asset Class/Sub-class												
Infrastructure		24 358	24 358	-	-	-	-	-	-	24 358	25 675	25 675
Roads Infrastructure		4 964	4 964	-	-	-	-	-	-	4 964	5 231	5 231
Roads		534	534	-	-	-	-	-	-	534	558	558
Road Structures		2 215	2 215	-	-	-	-	-	-	2 215	2 337	2 337
Road Furniture		2 215	2 215	-	-	-	-	-	-	2 215	2 337	2 337
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		1 982	1 982	-	-	-	-	-	-	1 982	2 091	2 091
Drainage Collection		480	480	-	-	-	-	-	-	480	507	507
Storm water Conveyance		1 021	1 021	-	-	-	-	-	-	1 021	1 077	1 077
Attenuation		480	480	-	-	-	-	-	-	480	507	507
Electrical Infrastructure		3 708	3 708	-	-	-	-	-	-	3 708	3 912	3 912
Power Plants		-	-	-	-	-	-	-	-	-	-	-
HV Substations		450	450	-	-	-	-	-	-	450	474	474
HV Switching Station		450	450	-	-	-	-	-	-	450	474	474
HV Transmission Conductors		450	450	-	-	-	-	-	-	450	474	474
MV Substations		450	450	-	-	-	-	-	-	450	474	474
MV Switching Stations		450	450	-	-	-	-	-	-	450	474	474
MV Networks		561	561	-	-	-	-	-	-	561	591	591
LV Networks		450	450	-	-	-	-	-	-	450	474	474
Capital Spares		450	450	-	-	-	-	-	-	450	474	474
Water Supply Infrastructure		5 928	5 928	-	-	-	-	-	-	5 928	6 249	6 249
Dams and Weirs		386	386	-	-	-	-	-	-	386	407	407
Boreholes		386	386	-	-	-	-	-	-	386	407	407
Reservoirs		386	386	-	-	-	-	-	-	386	407	407
Pump Stations		386	386	-	-	-	-	-	-	386	407	407
Water Treatment Works		386	386	-	-	-	-	-	-	386	407	407
Bulk Mains		100	100	-	-	-	-	-	-	100	100	100
Distribution		1 300	1 300	-	-	-	-	-	-	1 300	1 371	1 371
Distribution Points		1 300	1 300	-	-	-	-	-	-	1 300	1 371	1 371
PRV Stations		1 300	1 300	-	-	-	-	-	-	1 300	1 371	1 371
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		6 122	6 122	-	-	-	-	-	-	6 122	6 453	6 453
Pump Station		100	100	-	-	-	-	-	-	100	100	100
Reticulation		1 349	1 349	-	-	-	-	-	-	1 349	1 424	1 424
Waste Water Treatment Works		1 349	1 349	-	-	-	-	-	-	1 349	1 424	1 424
Outfall Sewers		1 349	1 349	-	-	-	-	-	-	1 349	1 424	1 424
Toilet Facilities		1 974	1 974	-	-	-	-	-	-	1 974	2 082	2 082
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7	8	9	10	11	12	13	14		
R thousands												
Solid Waste Infrastructure		1 654	1 654	-	-	-	-	-	-	1 654	1 740	1 740
<i>Landfill Sites</i>		100	100	-	-	-	-	-	-	100	100	100
<i>Waste Transfer Stations</i>		311	311	-	-	-	-	-	-	311	328	328
<i>Waste Processing Facilities</i>		311	311	-	-	-	-	-	-	311	328	328
<i>Waste Drop-off Points</i>		311	311	-	-	-	-	-	-	311	328	328
<i>Waste Separation Facilities</i>		311	311	-	-	-	-	-	-	311	328	328
<i>Electricity Generation Facilities</i>		311	311	-	-	-	-	-	-	311	328	328
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
<i>Rail Lines</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Rail Structures</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Rail Furniture</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Drainage Collection</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Storm water Conveyance</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Attenuation</i>		-	-	-	-	-	-	-	-	-	-	-
<i>MV Substations</i>		-	-	-	-	-	-	-	-	-	-	-
<i>LV Networks</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
<i>Sand Pumps</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Piers</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Revetments</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Promenades</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
<i>Data Centres</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Core Layers</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Distribution Layers</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Community Assets		3 856	3 856	-	-	-	-	-	-	3 856	4 068	4 068
Community Facilities		1 971	1 971	-	-	-	-	-	-	1 971	2 079	2 079
Halls		1 348	1 348	-	-	-	-	-	-	1 348	1 422	1 422
Centres		-	-	-	-	-	-	-	-	-	-	-
Crèches		-	-	-	-	-	-	-	-	-	-	-
Clinics/Care Centres		-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-	-	-
Testing Stations		-	-	-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-	-	-
Libraries		365	365	-	-	-	-	-	-	365	385	385
Cemeteries/Crematoria		12	12	-	-	-	-	-	-	12	13	13
Police		-	-	-	-	-	-	-	-	-	-	-
Parks		-	-	-	-	-	-	-	-	-	-	-
Public Open Space		246	246	-	-	-	-	-	-	246	260	260
Nature Reserves		-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-	-	-
Stalls		-	-	-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		1 885	1 885	-	-	-	-	-	-	1 885	1 989	1 989
Indoor Facilities		-	-	-	-	-	-	-	-	-	-	-
Outdoor Facilities		1 885	1 885	-	-	-	-	-	-	1 885	1 989	1 989
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Monuments		-	-	-	-	-	-	-	-	-	-	-
Historic Buildings		-	-	-	-	-	-	-	-	-	-	-
Works of Art		-	-	-	-	-	-	-	-	-	-	-
Conservation Areas		-	-	-	-	-	-	-	-	-	-	-
Other Heritage		-	-	-	-	-	-	-	-	-	-	-
Investment properties		703	703	-	-	-	-	-	-	703	742	742
Revenue Generating		352	352	-	-	-	-	-	-	352	371	371
Improved Property		176	176	-	-	-	-	-	-	176	185	185
Unimproved Property		176	176	-	-	-	-	-	-	176	185	185
Non-revenue Generating		352	352	-	-	-	-	-	-	352	371	371
Improved Property		176	176	-	-	-	-	-	-	176	185	185
Unimproved Property		176	176	-	-	-	-	-	-	176	185	185

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Other assets		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-	-	-
Municipal Offices		-	-	-	-	-	-	-	-	-	-	-
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-	-	-
Yards		-	-	-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-	-	-
Training Centres		-	-	-	-	-	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-	-	-
Depots		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Staff Housing		-	-	-	-	-	-	-	-	-	-	-
Social Housing		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		377	377	-	-	-	-	-	-	377	398	398
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		377	377	-	-	-	-	-	-	377	398	398
Water Rights		16	16	-	-	-	-	-	-	16	17	17
Effluent Licenses		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses		-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications		361	361	-	-	-	-	-	-	361	381	381
Load Settlement Software Applications		-	-	-	-	-	-	-	-	-	-	-
Unspecified		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		2 436	2 436	-	-	-	-	-	-	2 436	2 581	2 581
Computer Equipment		2 436	2 436	-	-	-	-	-	-	2 436	2 581	2 581
Furniture and Office Equipment		588	588	-	-	-	-	-	-	588	630	630
Furniture and Office Equipment		588	588	-	-	-	-	-	-	588	630	630
Machinery and Equipment		1 427	1 427	-	-	-	-	-	-	1 427	1 505	1 505
Machinery and Equipment		1 427	1 427	-	-	-	-	-	-	1 427	1 505	1 505
Transport Assets		6 943	6 943	-	-	-	-	-	-	6 943	7 320	7 320
Transport Assets		6 943	6 943	-	-	-	-	-	-	6 943	7 320	7 320
Land		-	-	-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Depreciation to be adjusted	1	40 688	40 688	-	-	-	-	-	-	40 688	42 918	42 918

WC022 Witzenberg - Adjustments Budget - capital expenditure on upgrading of existing assets by asset class - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class												
Infrastructure		8 368	6 220	-	-	-	-	4 924	4 924	11 144	87 330	6 593
Roads Infrastructure		5 028	4 130	-	-	-	-	4 924	4 924	9 054	52 870	2 593
Roads		-	-	-	-	-	-	-	-	-	11 320	-
Road Structures		5 028	4 130	-	-	-	-	4 924	4 924	9 054	41 550	2 593
Road Furniture		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	11 320	-
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	-	-	-	-	-	-	11 320	-
Attenuation		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		2 500	1 250	-	-	-	-	-	-	1 250	500	4 000
Power Plants		-	-	-	-	-	-	-	-	-	-	-
HV Substations		-	-	-	-	-	-	-	-	-	-	-
HV Switching Station		-	-	-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-	-	-
MV Substations		1 000	500	-	-	-	-	-	-	500	500	1 000
MV Switching Stations		-	-	-	-	-	-	-	-	-	-	-
MV Networks		1 000	500	-	-	-	-	-	-	500	-	2 000
LV Networks		500	250	-	-	-	-	-	-	250	-	1 000
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	-	-	-	-	-	-	-	11 320	-
Dams and Weirs		-	-	-	-	-	-	-	-	-	-	-
Boreholes		-	-	-	-	-	-	-	-	-	-	-
Reservoirs		-	-	-	-	-	-	-	-	-	-	-
Pump Stations		-	-	-	-	-	-	-	-	-	-	-
Water Treatment Works		-	-	-	-	-	-	-	-	-	-	-
Bulk Mains		-	-	-	-	-	-	-	-	-	-	-
Distribution		-	-	-	-	-	-	-	-	-	11 320	-
Distribution Points		-	-	-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		840	840	-	-	-	-	-	-	840	11 320	-
Pump Station		-	-	-	-	-	-	-	-	-	-	-
Reticulation		-	-	-	-	-	-	-	-	-	11 320	-
Waste Water Treatment Works		840	840	-	-	-	-	-	-	840	-	-
Outfall Sewers		-	-	-	-	-	-	-	-	-	-	-
Toilet Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Landfill Sites		-	-	-	-	-	-	-	-	-	-	-
Waste Transfer Stations		-	-	-	-	-	-	-	-	-	-	-
Waste Processing Facilities		-	-	-	-	-	-	-	-	-	-	-
Waste Drop-off Points		-	-	-	-	-	-	-	-	-	-	-
Waste Separation Facilities		-	-	-	-	-	-	-	-	-	-	-
Electricity Generation Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Lines		-	-	-	-	-	-	-	-	-	-	-
Rail Structures		-	-	-	-	-	-	-	-	-	-	-
Rail Furniture		-	-	-	-	-	-	-	-	-	-	-
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	-	-	-	-	-	-	-	-
Attenuation		-	-	-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-	-	-
LV Networks		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sand Pumps		-	-	-	-	-	-	-	-	-	-	-
Piers		-	-	-	-	-	-	-	-	-	-	-
Revetments		-	-	-	-	-	-	-	-	-	-	-
Promenades		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Data Centres		-	-	-	-	-	-	-	-	-	-	-
Core Layers		-	-	-	-	-	-	-	-	-	-	-
Distribution Layers		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H			
R thousands													
Community Assets		870	870	-	-	-	-	-	-	870	-	-	
Community Facilities		-	-	-	-	-	-	-	-	-	-	-	
Halls		-	-	-	-	-	-	-	-	-	-	-	
Centres		-	-	-	-	-	-	-	-	-	-	-	
Crèches		-	-	-	-	-	-	-	-	-	-	-	
Clinics/Care Centres		-	-	-	-	-	-	-	-	-	-	-	
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-	-	-	
Testing Stations		-	-	-	-	-	-	-	-	-	-	-	
Museums		-	-	-	-	-	-	-	-	-	-	-	
Galleries		-	-	-	-	-	-	-	-	-	-	-	
Theatres		-	-	-	-	-	-	-	-	-	-	-	
Libraries		-	-	-	-	-	-	-	-	-	-	-	
Cemeteries/Crematoria		-	-	-	-	-	-	-	-	-	-	-	
Police		-	-	-	-	-	-	-	-	-	-	-	
Parks		-	-	-	-	-	-	-	-	-	-	-	
Public Open Space		-	-	-	-	-	-	-	-	-	-	-	
Nature Reserves		-	-	-	-	-	-	-	-	-	-	-	
Public Ablution Facilities		-	-	-	-	-	-	-	-	-	-	-	
Markets		-	-	-	-	-	-	-	-	-	-	-	
Stalls		-	-	-	-	-	-	-	-	-	-	-	
Abattoirs		-	-	-	-	-	-	-	-	-	-	-	
Airports		-	-	-	-	-	-	-	-	-	-	-	
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-	-	-	
Capital Spares		-	-	-	-	-	-	-	-	-	-	-	
Sport and Recreation Facilities		870	870	-	-	-	-	-	-	870	-	-	
Indoor Facilities		-	-	-	-	-	-	-	-	-	-	-	
Outdoor Facilities		870	870	-	-	-	-	-	-	870	-	-	
Capital Spares		-	-	-	-	-	-	-	-	-	-	-	
Heritage assets		-	-	-	-	-	-	-	-	-	-	-	
Monuments		-	-	-	-	-	-	-	-	-	-	-	
Historic Buildings		-	-	-	-	-	-	-	-	-	-	-	
Works of Art		-	-	-	-	-	-	-	-	-	-	-	
Conservation Areas		-	-	-	-	-	-	-	-	-	-	-	
Other Heritage		-	-	-	-	-	-	-	-	-	-	-	
Investment properties		-	-	-	-	-	-	-	-	-	-	-	
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-	
Improved Property		-	-	-	-	-	-	-	-	-	-	-	
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-	
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-	
Improved Property		-	-	-	-	-	-	-	-	-	-	-	
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-	

Description	Ref	Budget Year 2020/21									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Other assets		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-	-	-
Municipal Offices		-	-	-	-	-	-	-	-	-	-	-
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-	-	-
Yards		-	-	-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-	-	-
Training Centres		-	-	-	-	-	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-	-	-
Depots		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Staff Housing		-	-	-	-	-	-	-	-	-	-	-
Social Housing		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Water Rights		-	-	-	-	-	-	-	-	-	-	-
Effluent Licenses		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses		-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications		-	-	-	-	-	-	-	-	-	-	-
Load Settlement Software Applications		-	-	-	-	-	-	-	-	-	-	-
Unspecified		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on upgrading of existing assets to be adjusted	1	9 237	7 090	-	-	-	-	4 924	4 924	12 013	87 330	6 593

WC022 Witzenberg - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 25 Augustus

Municipal Vote/Capital project	Program/Project description	Project number	IDP Goal Code	Individually Approved Yes/No	Asset Class	Medium Term Revenue and Expenditure Framework					
						Budget Year 2020/21		Budget Year +1 2021/22		Budget Year +2 2022/23	
						Original Budget	Adjusted Budget	Original Budget	Adjusted Budget	Original Budget	Adjusted Budget
R thousand			3	6	4						
Parent municipality:											
<i>List all capital programs/projects grouped by Municipal Vote</i>											
<i>Community Halls And Facilities</i>	Capex 3X3 M CONTAINER	20 170 609 046 632		Yes	Community	-	410	-	-	-	-
<i>Fire Protection Services</i>	Capex Firefighting Response Vehicle	20 190 703 063 966		Yes	Other Assets	-	722	-	-	-	-
<i>Fire Protection Services</i>	Capex Fire Fighting Equipment	20 180 707 023 996		Yes	Other Assets	-	64	-	-	-	-
<i>L E D</i>	Capex Skoonvlei Economic Hub	20 170 609 046 482		Yes	Community	-	32	-	-	-	-
<i>L E D</i>	Capex Skoonvlei Economic Hub	20 200 304 065 118		Yes	Community	-	1 445	-	-	-	-
<i>Electricity: Administration</i>	Capex Electrical Network Housing Project	20 200 304 065 112		Yes	Infrastructure - Electricity	-	435	-	-	-	-
<i>Council Cost</i>	Capex Fencing	20 200 304 065 115		Yes	Other Assets	-	850	-	-	-	-
<i>Solid Waste (Removal)</i>	Capex Transfer stations and related infrastructure	20 190 902 984 113		Yes	Infrastructure - Other	-	501	-	-	-	-
<i>Solid Waste (Dumping Site)</i>	Capex New Material Recovery Facility/Drop Off	20 180 707 023 993		Yes	Infrastructure - Other	-	656	-	-	-	-
<i>Mechanical Workshop</i>	Capex Tools & Equipment	20 190 703 063 996		Yes	Other Assets	-	20	-	-	-	-
<i>Roads</i>	Capex Upgrade pavement Vosstr from Retief to edge	20 180 707 024 014		Yes	Infrastructure - Road transport	-	946	-	-	-	-
<i>Roads</i>	Capex Pavement Upgrading	20 190 703 064 020		Yes	Infrastructure - Road transport	-	500	-	-	-	-
<i>Administration</i>	CAPEX: Upgrade Council chambers	20 170 609 046 569		Yes	Other Assets	-	1 430	-	-	-	-
<i>Treasury: Administration</i>	CAPEX Quad Bike ü Covid-19 Response	20 200 604 061 019		Yes	Other Assets	-	70	-	-	-	-
<i>Treasury: Administration</i>	CAPEX: It Equipment	20 200 624 051 133		Yes	Other Assets	-	0	-	-	-	-
<i>Treasury: Administration</i>	CAPEX Sanitizing Equipment ü Covid-19 Response	20 200 604 061 022		Yes	Other Assets	-	32	-	-	-	-
<i>Roads</i>	Capex Pedestrian Route along R46/Nduli	20 190 703 064 008		Yes	Infrastructure - Road transport	-	870	-	-	-	-
<i>Roads</i>	Capex Upgrade pavement Vosstr from Retief to edge	20 190 703 064 011		Yes	Infrastructure - Road transport	-	2 608	-	-	-	-

WC022 Witzenberg - Supporting Table SB20 Not required - 25 Augustus

Description	Ref	Budget Year 2020/21									Budget Year +1 2021/22	Budget Year +2 2022/23
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	8 E	9 F	10 G	11 H		
R thousands												
Revenue By Municipal Entity												
Entity 1 total revenue									-	-		
Entity 2 total revenue									-	-		
Entity 3 (etc) total revenue									-	-		
									-	-		
									-	-		
									-	-		
									-	-		
									-	-		
Total Operating Revenue	1	-	-	-	-	-	-	-	-	-	-	-
Expenditure By Municipal Entity												
Entity 1 total operating expenditure									-	-		
Entity 2 total operating expenditure									-	-		
Entity 3 etc. total operating expenditure									-	-		
									-	-		
									-	-		
									-	-		
									-	-		
									-	-		
Total Operating Expenditure	2	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure By Municipal Entity												
Entity 1 total capital expenditure									-	-		
Entity 2 total capital expenditure									-	-		
Entity 3 etc. total capital expenditure									-	-		
									-	-		
									-	-		
									-	-		
									-	-		
Total Capital Expenditure	2	-	-	-	-	-	-	-	-	-	-	-

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

TO: Director: Technical Services
FROM: Senior Superintendent: Solid Waste and Cleansing.
DATE: 30 September 2019
REF.: 17/3/2

RE: TERMS OF REFERENCE FOR A RECYCLING FORUM FOR WITZENBERG MUNICIPALITY

A. PURPOSE:

To report on the terms of reference for a Witzenberg Waste Management Forum.

B. DISCUSSION:

The Witzenberg waste management forum is to have a platform for all stakeholders in waste management sector to discuss the development of integrated waste management in Witzenberg Municipality.

The forum would be ensure seamless development and seek ways to unblock blockages identified.

The forum aims to:

- Give a platform for the Municipality to outline their intended plans, and what the potential impact would be on the recycling and composting (and waste management) sector;
 - Give an opportunity for the recycling and composting (and waste management) sector to align themselves to the municipal planning processes;
 - which also allows for integrative input into the Integrated Waste Management Planning and Integrated Development Planning processes;
- Allow for the recycling and composting (and waste management) sector to discuss and identify specific barriers, needs and challenges pertaining to the recycling/waste management sector, and how to address these or leverage support for addressing these as a group;

- Allow the forum to lobby for professionalization support as a group, e.g.
 - business plan development (SEDA, LED etc);
 - engage industry organisations such as PETCO, POLYCO etc for sector-wide support;
- Allow for sharing of lessons learned from practise;
- Discuss legislative issues and impact thereof (e.g. pending & existing regulations).

It is important that the recycling forum discusses issues pertaining to the recycling and composting (and waste management) sector as a group. Although the ideas from the forum may be used to guide or inform municipal planning processes, it is important to ensure that the forum is not seen as a waste policy decision-making forum.

C. RECOMMENDATIONS:

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



J JACOBS
SENIOR SUPERINTENDENT: SOLID WASTE AND CLEANSING.

Draft Terms of reference for a recycling forum for Witzenberg Municipality

1. Introduction

Following workshops held between the municipality, recyclers and other stakeholders in August 2019, it was agreed that a recycling forum would be established in order to coordinate efforts for improved waste management in Witzenberg. This document serves as the (draft) terms of reference (ToR) for the setup of this forum.

2. Objectives (purpose)

The purpose of the recycling forum is to have a platform for all the stakeholders in the waste management sector to discuss the development of integrated waste management in the Witzenberg Municipality. The main objective of the forum would be to ensure “seamless” development, and in particular seek ways to unblock blockages identified by the forum.

Specifically, the forum aims to:

- Give a platform for the Municipality to outline their intended plans, and what the potential impact would be on the recycling (and waste management) sector;
- Give an opportunity for the recycling (and waste management) sector to align themselves to the municipal planning processes;
- which also allows for integrative input into the Integrated Waste Management Planning and Integrated Development Planning processes;
- Allow for the recycling (and waste management) sector to discuss and identify specific barriers, needs and challenges pertaining to the recycling/waste management sector, and how to address these or leverage support for addressing these as a group;
- Allow for the forum to lobby for professionalization support as a group, e.g.
 - business plan development (SEDA, LED etc);
 - engage industry organisations such as PETCO, POLYCO etc for sector-wide support;
- Allow for sharing of lessons learned from practise;
- Discuss legislative issues and impact thereof (e.g. pending regulations).
-

It is important that the recycling forum discusses issues pertaining to the recycling (and waste management) sector as a group, and not focus on issues affecting individual entities. Although the ideas from the forum may be used to guide or inform municipal planning processes, it is important to ensure that the forum is not seen as a waste policy decision-making forum.

3. Constitution (rules and regulations)

During the first year of the forum, a constitution will be developed and agreed to. In addition, the first meeting of the forum will be used to discuss (this) draft ToR), and for the forum to discuss and agree on the rules and regulations. As such, the rest of this document can be seen as suggestions, which can be taken up or alternative options agreed on in the first meeting.

3.1. Naming of the forum

Recycling forum or waste management forum?

3.2. Composition of the forum and the committee

The forum will be open to the recycling and waste management sector of Witzenberg Municipality. Membership will be open and voluntary.

A committee needs to be established (by nomination and voting?) in order to coordinate the forum. Preliminarily, this could consist of:

- Chairperson
- Deputy Chairperson
- Secretary.

Additional roles and responsibilities can be assigned as needed.



The term of each committee will be 3 years, following which a nomination and election process can be used to determine the next officers.

Representation in the committee (or forum in general) should include:

- Municipal official;
- Private sector (recycler or composter etc);
- Business (waste generator) and/or general public?

3.3. Role of chairperson

- To ensure the drafting of the agenda is done and distributed beforehand;
- Lead the meetings, including maintaining order and ensuring all views are heard and discussed;
- Ensure actions are assigned;
- Approve the formal minutes;
- Represent the forum externally where necessary.

3.4. Deputy chair person (optional)

- To assist the chairperson in delivering their duties;
- Fills in for the chairperson if he or she is unavailable

3.5. Secretary

- Secretary will be responsible for compiling an agenda and distributing it at least two weeks before the forum;
- Secretary will also be responsible for drafting the minutes and distributing them within two weeks after each meeting, emphasizing action points.

3.6. Financing?

Membership of the forum will be (initially) on a voluntary basis. However, *ad hoc* financing of expenses such as printing, venue rentals, and catering etc. may need to be discussed.

3.7. Meeting frequency

The forum should aim to meet at least once every quarter.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO : Director: Technical Services
Municipal Manager
Committee for Technical Services
Council

VAN / FROM : Manager: Streets and Stormwater

DATUM / DATE : 4 November 2019

VERW. / REF : 16/04/4/6/

POLICY FOR WORK AND THE INSTALLATION OF SERVICES IN THE ROAD RESERVE - WAYLEAVE / RIGHT OF WAY

1 Purpose

To consider approval of a *Policy for work and the installation of services in the road reserve.*

2. Reference

The following has reference; -

Item 4.2.2, Approval for way leave fibre applications within the Witzenberg area (17/15/1) that was tabled at a Special Council meeting that was held 4 October 2019, and

Policy for work and the installation of services in the road reserve prepared by the Senior Manager: Streets and Stormwater, dated 31 October 2019.

3. Background

Witzenberg Municipality's road reserves are acquired at a large cost to the Council to ensure that the Municipality delivers on its constitutional requirements. Private services in a public road reserve must be coordinated within the available space restriction of the road reserves and surroundings.

4. The current drive for the rapid deployment of fibre networks by more than 400 license holders issued a license by ICASA, requires a coordinated effort to manage the services of all infrastructure and service providers. Each provider wants to lay claim to an exclusive space in the road reserve that suits their business model, but the available space simply cannot accommodate all the telecommunication providers and essential services in the same space.

5. This reiterates the need to allocate a dedicated space to different infrastructure providers to ensure that not only telecommunication services, but also critical services like water, sewer, roads, stormwater and electricity is provided in a sustainable manner.

6. Failing this Witzenberg Municipality could find itself in a situation where it is extremely well connected, but maintenance and expansion to their own infrastructure to meet economic growth is sterilized.

4. Deliberation

With this Policy, Council can prescribe the conditions and standard of workmanship between the various Service Owners, that all applicants must comply with when working and/or installing services in the Municipality's road reserves including telecommunication(*Fibre*) applications.

- 3.2 This Policy covers the following:

- (a) General conditions of compliance (Fundamental Principals)
- (b) Process Flow - The process to be followed for the application and approval for Wayleaves and Permits-to-Work;
- (c) Technical Specifications - The minimum construction standards for the installation of telecommunication(*Fibre*) and services

- 3.3 This Policy is intended to be a "Dynamic Document" and will be regularly updated in consultation with the relevant Stakeholders.

- 3.4 The latest available version of this Policy will be applicable on the date that an application is made for wayleaves.

- 3.5 Where it appears that the requirements of this Policy are different from other Witzenberg Municipal Standard Specifications or complying with the specifications contained herein could result in danger to the public or construction workers or damage to existing infrastructure, then clarification shall be sought from the Director: Technical Services(DTS), prior to undertaking the work.

5. Recommendation

That the Committee for Technical Services recommend to The Mayoral Committee and Council that the "Policy for work and the installation of services in the road reserve", be workshopped by Council and after that be tabled to Council for adoption.

Yours truly,

E LINTNAAR
SENIOR MANAGER: STREETS AND STORMWATER

POLICY FOR WORK AND THE INSTALLATION OF SERVICES IN THE ROAD RESERVE

1. TABLE OF CONTENTS:
2. ABBREVIATIONS & DEFINITIONS
3. INTRODUCTION
4. GENERAL CONDITIONS OF COMPLIANCE
 - 4.1 BASIC PROCEDURES FOR WORK IN THE ROAD RESERVE
 - 4.2 APPOINTMENT OF ECSA REGISTERED ENGINEERING PROFESSIONAL
 - 4.3 APPOINTMENT OF CIDB REGISTERED CONTRACTORS
 - 4.4 WAYLEAVE APPROVAL AND VALIDITY
 - 4.5 TRENCHING, MICRO TRENCHING VS. DIRECTIONAL DRILLING
 - 4.6 "ONE TRENCH" OR CO-BUILDING METHODOLOGY FOR TELECOMMUNICATIONS.
 - 4.7 TRENCH POSITIONS AND DUCTS FOR TELECOMMUNICATIONS
 - 4.8 EXISTING SERVICES IN THE ROAD RESERVE
 - 4.9 EMERGENCY WORK
 - 4.10 TRAFFIC/PEDESTRIAN ACCOMMODATION
 - 4.11 HEALTH & SAFETY, ENVIRONMENTAL MANAGEMENT
 - 4.12 AS-BUILT INFORMATION
 - 4.13 TARIFFS, FINANCIAL EXCLUSIONS, GUARANTEES AND TERM TENDERS
 - 4.14 DEFECTS LIABILITY PERIOD
 - 4.15 INDEMNIFICATION
 - 4.16 REMEDIAL WORKS
 - 4.17 RELOCATION OF SERVICES
 - 4.18. COMPLETION NOTICE AND CERTIFICATE OF COMPLETION
 - 4.19. IMPLEMENTATION AND REVIEW OF THIS POLICY
5. PROCESS FLOW PROCEDURE FOR WAYLEAVE APPLICATION

FORM 1: WAYLEAVE APPLICATION FORM

FORM 1.1: UNDERTAKING/INDEMNITY

FORM 1.2: COMPLETION NOTICE AND CERTIFICATE OF INSPECTION

APPENDIX A:	LIST OF ACTIVE NETWORK LICENSEES
APPENDIX B:	ROADWORKS SIGNING FOR URBAN STREETS
APPENDIX C:	DCP TEST RESULT SHEET
APPENDIX D:	SAFETY PLAN SPECIFICATION

6. TECHNICAL SPECIFICATIONS

6.1 General

6.2 Excavations

6.3 Micro-trenching

6.4 Reinstatement Designs

6.5 Reinstatement Types and Descriptions

6.6 Backfill

6.7 Materials

6.8 Plant

6.9 Construction

6.10 Tolerances

6.11 Testing

6.12 Manholes and structures for Telecommunications

6.13 Boundary Boxes for Telecommunications

Table 1: Road Classes

Table 2: Reinstatement Requirements

Table 3: Backfill Requirements

Table 4: Backfill Material

Table 5: Footways (Sidewalks) and Carriageway and Pedestrian Access Crossings: Pavement Structures

Table 6: Footways (Sidewalks) and Carriageway and Pedestrian Access Crossings: Backfill Types

Table 7: Typical DCP Penetration Diagram

2. ABBREVIATIONS & DEFINITIONS

Administration fee - The fee that must be paid in advance for a permit to be processed and considered

Authorised agent means an agent which is authorised by the Council to perform specified services;

Authorised person means a wayleave holder;

As-built information - Information relating to how infrastructure has actually been installed by an operator

Backfill. Approved compacted materials used to replace excavated materials to surrounding ground level or the underside of pavement layer works, whichever is the lesser.

Carriageway Crossing. A formally constructed access point from an existing road to a property or properties adjacent to the road reserve.

Council. The Municipal Council of Witzenberg Municipality or any official acting within his/her designated powers on behalf of the Council or its appointed agents.

CIDB - Construction Industry Development Board

Closed Access Network - where the operator for that network (or infrastructure owner) does not allow other Service Providers to sell services over their network.

Contractor – A CIDB registered Contractor appointed by the Network Licensee and/ or Service Owner

Day – A day shall be a calendar day

DTS – Director: Technical Services

ECSA – Engineering Council of South Africa

Engineer – A Civil Engineering practitioner registered with ECSA as a Pr Eng or a Pr Tech Eng, appointed by the Network Licensee and/or Service Owner

ECNS - Electronic Communications Network Service Licensee (here after referred to a Network Licensee) – A registered company that has obtained a licence to provide a telecommunications network under the approval of the Independent Communications Authority of South Africa (ICASA).

Fees - Charges or tariffs in respect of any function or service of the municipality as determined in terms of section 75A of the Municipal Systems Act, 2000 (Act 32 of 2000);

FTTH – Fibre-to-the-Home will typically involve more density of products / fibre with trenching on both sides of the road, where wall boxes, boundary boxes are installed on property boundary walls through erf connections.

FTTB/S – Fibre-to-the-Business and/or –Site/Tower will typically involve trenching on one side of the road, with deeper trenches, fewer manholes and no erf connections.

Footway (Sidewalk). A formally constructed area or paved strip within a road reserve for the safe passage of pedestrians.

Inspector. A person designated by the Road Authority to supervise, approve and inspect work within a road reserve

ICASA – Independent Communications Authority of South Africa

Municipality – Witzenberg Municipality

Municipal Road. Municipal road means any public street as defined in terms of the Municipal Ordinance, and includes all works or things of whatsoever nature forming part of, connected with or belonging to a road, roadway, road reserve, motor bypasses, footway (sidewalks), traffic circles, traffic islands, kerbing, embankments, cuttings, subways, culverts, drains, fences, parapets, bridges, causeways, fords, regulatory, warning and information guidance signs, distance indicators and any portion or diversion of a road.

Open Access Network – A network where the operator of that network (or the infrastructure owner), offers the network infrastructure to a range of service providers on an OPEN ACCESS basis. These Service Providers can then provide various services (internet, data and voice) over the fibre infrastructure to the end user.

Pavement (Pavement layers). The selected layers, subbase, base and surfacing of a roadway or footway.

Permit-to-Work – A permit-to-work follows after a wayleave approval has been granted and specifies the work to be done with time frames; where risk and strict controls have already been identified and approved. It forms an essential part of asset management and no work may commence without this signed document.

Primary network – Main (bulk) telecommunications network linking up different areas/regions. Normally follows major road routes and individual property connections are not common. (Most commonly FTTB/S routes)

Reinstatement. The work necessary to replace, repair or otherwise restore the road reserve and all features contained therein to the same or better condition as existed prior to any construction activities that altered the original condition.

Road Reserve. The land registered as road reserve in cadastral diagrams, or other erven, servitudes, or remainders which are registered in the name of, or otherwise vest in the name of the road authority and are used or reserved for road purposes. This does not include non-road related servitudes, recreational areas or nature trails except where they intersect with or are located within road reserves. In relation to work within the road reserve, the definition is broadened to include work within the relevant statutory building line restrictions imposed on properties adjacent to a road reserve for the particular type or class of road.

Road. A street, road, or other public way, as well as bridges, trestles, or other structures, including shoulders, verges and sidewalks designated for the purpose of vehicular and pedestrian traffic.

Road Authority. Road Authority means, in relation to either a municipal road or a main road proclaimed in terms of section 3(1)(c) of the Roads Ordinance (No. 19 of 1976), within the municipal area of Witzenberg Municipality, the Director: Technical Services, who shall assume such powers, duties and functions required for the regulation of all activities within or abutting such road reserves. In

this specification the term “Road Authority” shall also mean any other person or agency with certain delegated duties to monitor and approve work in road reserves.

Service(s). The generation, supply, distribution, transmission, transportation, storage of electricity, signals, liquids or gasses for the consumption, use or other benefit of others.

Secondary network – Telecommunications network distributing through individual areas or zones. Normally follow larger ring/block roads and individual property connections are not common. (Most commonly FTTB/S routes)

Service Owner – The Service Owner is accountable for the specific service provided, which includes both the infrastructure and/or network licensee.

Tertiary network – Telecommunications network providing connection to individual properties. Normally follow smaller roads to provide individual property connections. Commonly referred to as “Fibre-to-Home, Last Mile, etc.” and generally consists of smaller diameter cables and ducts.

Traffic. The movement of pedestrians and vehicles within a road reserve.

Traffic Accommodation. Activities necessary to safeguard the general public, as well as all workers, during the construction and maintenance of service equipment within the road reserve.

Trenchless methods. The methods of installing a pipe or sleeve under a road without disturbing the surrounding surface medium by using grade and alignment control equipment. Methods acceptable under this definition include, but are not limited to, boring, jacking, horizontal directional drilling methods

Wayleave – A wayleave is the right obtained to cross land, where access to property is granted by the land owner / asset holder. The local Council is responsible to administrate public owned land and need to give permission to all parties before they may install utility services or infrastructure, even if supplied by Council. This enables the responsible use of public assets, by coordinating service installation, minimizing service clashes or collateral damage due to new installations or construction activities.

Wayleave holder. means a person to whom a wayleave has been issued.

3. INTRODUCTION

- 3.2 This Document aims to provide a clear guideline to the conditions and standard of workmanship between the various Service Owners, that all applicants must comply with when working and/or installing services in the Municipality's road reserves.
- 3.2 This document covers the following:
- (a) General conditions of compliance (Fundamental Principals)
 - (b) Process Flow - The process to be followed for the application and approval for Wayleaves and Permits-to-Work;
 - (c) Technical Specifications - The minimum construction standards for the installation of telecommunication and services
- 3.3 This Document is intended to be a "Dynamic Document" and will be regularly updated in consultation with the relevant Stakeholders.
- 3.4 The latest available version of this Document will be applicable on the date that an application is made for wayleaves.
- 3.5 Where it appears that the requirements of this Document are different from other Witzenberg Municipal Standard Specifications or complying with the specifications contained herein could result in danger to the public or construction workers or damage to existing infrastructure, then clarification shall be sought from the Director: Technical Services(DTS), prior to undertaking the work.

4. GENERAL CONDITIONS OF COMPLIANCE

4.1 BASIC PROCEDURES FOR WORK IN THE ROAD RESERVE

- 4.1.1 If the wayleave application conforms to the requirements in this Policy a wayleave will be issued which allows for the work to be carried out.
- 4.1.2. The Road Authority must be informed forty-eight (48) hours prior to the commencement of any works in the road reserve;
- 4.1.3. The works in the road reserve must be carried out in accordance with the procedures and specifications in this Policy, the conditions under which the work was approved and any other requirement of every affected service provider.
- 4.1.4. On completion of the works in the road reserve all trenches and excavations in the road reserve must be backfilled and reinstated according to the specifications contained in this Policy.
- 4.1.5. On completion of the works in the road reserve and temporary or permanent reinstatement, as applicable, a completion notice must be sent to the Road Authority by the wayleave holder. A departmental work order must accompany the completion notice if the Road Authority has to do the permanent reinstatement.
- 4.1.6. The Road Authority will then carry out an inspection and issue a certificate of completion once all requirements have been met.
- 4.1.7 This Policy applies to every person who carries out work in municipal road reserves in the municipal area, such as internal municipal departments, external organisations, service agencies and contractors. It does not apply to work in motorway reserves or in national or provincial road reserves within the municipal area.

- 4.1.8 The Road Authority undertakes to inform the relevant service provider in writing before commencing with any work in the road reserve that may affect the services of the service provider in the road reserve.

4.2 APPOINTMENT OF ECSA REGISTERED ENGINEERING PROFESSIONAL

- 4.2.1 External Applications: The Service Owner shall appoint an ECSA registered Engineering Professional to oversee the installation of services. The appointed Professional must have sufficient competency in Road Building and Materials to advise regarding the requirements for all aspects related to the construction such as directional drilling, excavation, reinstatement of layer works and surfacing.

- 4.2.2 Internal Applications: The Service Owner shall appoint an ECSA registered Engineering Professional to oversee the installation of services. The appointed Professional must have sufficient competency in Road Building and Materials to advise regarding the requirements for all aspects related to the construction such as directional drilling, excavation, reinstatement of layer works and surfacing,

or;

The Road Authority will oversee the installation of services inside the road reserve.

4.3 APPOINTMENT OF CIDB REGISTERED CONTRACTORS

- 4.3.1 All installations done for or on behalf of a Service Owner, involving the excavation and reinstatement of trenches in the Municipality's road reserve, shall be undertaken by a CIDB registered contractor with a minimum 2CE designation and with a grading appropriate to the value of the contract.

- 4.3.2 Proof of CIDB Registration must be submitted with the wayleave application.

4.4 WAYLEAVE APPROVAL AND VALIDITY

- 4.4.1 No work may commence in the road reserve of a municipal road or a main road proclaimed in terms of section 3(1)(c) of the Roads Ordinance (No. 19 of 1976), within the municipal area of Witzenberg Municipality unless:

- (a) Application has been made for wayleaves in accordance with this document;
- (b) Wayleaves have been received and collected by the Service Owner or appointed Engineer and where the Service Owner has accepted all conditions set forth in the wayleave.

- 4.4.2 Should an application be rejected for any reason or lapse in validity, work may not commence and a new application shall be submitted for wayleave approval.

- 4.4.3 Validity time frame for wayleaves is 12 months from date of approval.

- 4.4.4 Should the project / proposed works exceed the time frames for which the wayleave is valid, the Service Owner may request an extension of time from the DTS.

4.5 TRENCHING, MICRO TRENCHING VS. DIRECTIONAL DRILLING

- 4.5.1 All road crossings shall be done by directional drilling. No open trenching will be allowed in the roadway without the written permission of the DTS. Thrust boring or 'moleing' will not be allowed within roadways.

- 4.5.2 Where conditions do not allow directional drilling, open trenches will only be allowed with the written permission of the DTS, and subject to any additional conditions and costs that may be deemed necessary.
- 4.5.3 No micro-trenching will be allowed in the roadway. Micro trenching will only be allowed in verges where the investigation (test holes or ground penetrating radar, etc.) indicates that no services will be damaged by micro-trenching.
- 4.5.4 Any damage done to the Municipality's infrastructure by installation of services by a Service Provider, shall be reported immediately to the relevant department. Remedial work will be carried out by Municipality's operational teams and the full costs will be recovered from the Service Owner.
- 4.5.5 Where directional drilling is not possible, the Service Owner shall apply in writing to request permission to hand excavate the road crossing.

4.6 "ONE TRENCH" OR CO-BUILD METHODOLOGY FOR TELECOMMUNICATIONS.

- 4.6.1 The current drive for the rapid deployment of fibre networks by more than 400 license holders issued a license by ICASA, requires a coordinated effort to manage the services of all infrastructure and service providers. Each provider wants to lay claim to an exclusive space in the road reserve that suits their business model, but the available space simply cannot accommodate all the telecommunication providers and essential services in the same space.
- 4.6.2 This reiterates the need to allocate a dedicated space to different infrastructure providers to ensure that not only telecommunication services, but also critical services like water, sewer, roads, stormwater and electricity is provided in a sustainable manner.
- 4.6.3 Failing this Witzenberg Municipality could find itself in a situation where it is extremely well connected, but maintenance and expansion to their own infrastructure to meet economic growth is sterilized.
- 4.6.4 All Network Licensees and/or Service Owners will have to make use of the same space allocation ("One Trench") for telecommunication services in the road reserve. The maximum permissible space allocation per route for all networks will be 1.0m wide and no telecommunication infrastructure may transgress the maximum permissible space allocation. Once the first licensee has installed services, further licensees must install their services so that a width of no more than 1.0m is occupied by all telecommunication services.
- 4.6.5 Should the first meter not be available for telecommunication services, then the next meter shall be investigated. The Network Licensee or appointed Professional shall determine a viable position for the services, as close to the road reserve boundary as possible and no trenching within 1.0m of the road kerb will be allowed, unless approved in advance by the DTS.
- 4.6.6 All Network Licensees applying for wayleaves for a specific route must contact all other active Network Licensees within Witzenberg Municipal area to afford them the opportunity to share trenches or co-build along the route (see **Appendix A: List of active Network Licensees**). Documentary proof that all service providers have been contacted must be submitted together with the wayleave application. If no response from a Network Licensee is received within 7 days, evidence that the opportunity to share the trench/co-build has been delivered to the Network Licensee's nominated contact person, will suffice to confirm that:
 - (a) The Network Licensee has been notified of the pending work and have been given the opportunity to indicate any cables that they might have in the area to the current applicant;
 - (b) The Network Licensee has been given the opportunity to share trenches/co-build.

- 4.6.7 Should a Network Licensee elect to share a trench with the first applicant, the service providers must reach a mutual agreement on the cost apportionment. This agreement/s must accompany their wayleave application.

4.7 TRENCH POSITIONS AND DUCTS FOR TELECOMMUNICATIONS

- 4.7.1 Further to the "One Trench" and 1m dedicated space for Telecommunications, the primary and secondary networks must generally be installed on one side of the road. The tertiary networks may be allowed on both sides of the road to minimize road crossings. Irrespective of the network category, no network may be installed outside the space allocated for networks.
- 4.7.2 No service will be allowed longitudinally in the roadway. Services may only be installed in the verges and only if there is sufficient space. Where no sufficient space along a route exists alternative routes must be determined.
- 4.7.3 Where any road crossing is made via open trenching, an additional Class 10 HDPE duct of minimum 110mmØ must be provided for the Municipality to avoid future road damage, the cost thereof for the account of the Service Provider. Duct Markers must be implemented at all such locations and will remain the property of the Municipality.
- 4.7.4 Where existing ducts have been installed for the Municipality and are available under roads, they shall be used for road crossings after obtaining permission from the DTS
- 4.7.5 Positioning of telecommunication infrastructure may not compromise future expansion of the Municipality's infrastructure or available space in the road reserve. Where the Service Owner has deviated from the approved position within the road reserve and expansion of existing infrastructure is required, the Service Owner shall relocate such services at their own cost.
- 4.7.6 Microducts, preferably minimum 5, are to be installed either directly in the ground or in existing duct pipes, to make provision for the increase of service providers and subscribers in future.
- 4.7.7 No overhead distribution lines to carry fibre optic cables for the deployment of fibre networks will be allowed in the road reserve and on private property building lines in Witzenberg Municipal area. Where conditions do not allow and only with the written permission of the Directorate: Technical Services will overhead distribution networks be allowed.

4.8 EXISTING SERVICES IN THE ROAD RESERVE

- 4.8.1 An applicant for a wayleave must obtain information from every service provider supplying a service within the municipal area on the location of its service. Every service must then be indicated on the drawings to be submitted with the wayleave application form. Service providers may impose reasonable additional conditions relating to work in the vicinity of their services.
- 4.8.2 As part of the undertaking/indemnity on the wayleave application form the applicant has to confirm that the necessary information has been obtained from every service agency and has to undertake to adhere to any additional condition imposed by any service agency.

4.9 EMERGENCY WORK

- 4.9.1 As defined emergency work is defined as any work which is required to prevent or end a dangerous situation, to prevent or end an unplanned interruption in the supply of a service, or to avoid any substantial losses.
- 4.9.2 The Road Authority must be informed of emergency work by the service provider concerned in writing within twenty-four (24) hours from commencing such work. If the Road Authority is not timeously

informed, the work will be reinstated by the Road Authority and the cost thereof will be invoiced to the service provider.

4.10 TRAFFIC/PEDESTRIAN ACCOMMODATION

- 4.10.1 When construction takes place, traffic shall always be accommodated in accordance with Chapter 13 of the South African Road Traffic Signs Manual (SARTSM).
- 4.10.2 In the event of a temporary road or lane closure and/or where trenching is proposed within the roadway, a traffic accommodation plan in accordance with SARTSM shall be drawn up by the Service Owner (including a drawing) and shall be submitted to the Traffic Authority for approval.
- 4.10.3 The Traffic Authority shall be given 2 weeks to inspect and comment on/approve the traffic accommodation plan. The traffic accommodation plan shall minimize disruption to traffic and the Traffic Authority shall reject a traffic plan which causes unnecessary or undue disruption of traffic and pedestrians.
- 4.10.4 The approved (by the Traffic Authority) traffic accommodation plan shall be submitted by the Service Owner to the DTS for final approval/acceptance.
- 4.10.6 No work may commence until the traffic accommodation plan has been approved and traffic is accommodated in accordance with the plan.
- 4.10.7 Safe pedestrian movement shall be accommodated at all times and works shall be clearly delineated at all times. Where pedestrians are required to use opposite sidewalks the deviation of pedestrian must be clearly signed and delineated to ensure the safety of pedestrians.
- 4.10.8 Vehicular- and pedestrian access to affected properties must be ensured at all times or as agreed to by the wayleave holder and the affected owner or lessee.
- 4.10.9 Every excavation that is accessible to the public or that is adjacent to a public road or thoroughfare or whereby the safety of persons may be endangered, shall be adequately protected by a barrier or fence at least 1,0 m high and as close to the excavation as practicable and red warning lights or any other clearly visible boundary indicators shall be provided at night or when visibility conditions are poor.
- 4.10.10 Information signage must be erected during the construction period, indicating the name of the Service Owner (name of company) and contact details of the appointed Engineer and Contractor.

4.11 HEALTH & SAFETY, ENVIRONMENTAL MANAGEMENT

- 4.11.1 The Service Owner must ensure that all legislative and contractual requirements in terms of Occupational Health and Safety and Environmental Authorization are adhered to for the full duration of the project.

4.12 AS-BUILT INFORMATION

- 4.12.1 The Service Owner must provide the Municipality with as-built information pertaining to the installed infrastructure, in a file format as prescribed by the DTS as-built specifications.
- 4.12.2 The Municipality shall provide this as-built information to other service owners, municipal departments, entities, and other occupants of municipality property, for the purpose of limiting damage to, or disruption of the facilities and other assets of those involved.

4.13 TARIFFS, FINANCIAL EXCLUSIONS, GUARANTEES AND TERM TENDERS

4.13.1 External Applications:

- 4.13.1.1 All external Service Owners are required to pay an Administrative and Supervision Fee, which is based on Council Approved Tariffs. Payment of the Administrative fee must be made upfront with submission of the wayleave application, with all other fees payable upon wayleave approval.
- 4.13.1.2 A Refundable Deposit is payable by the Service Owner when open trenching is proposed inside the road reserve, which includes the verge, sidewalk and/or roadway/blacktop area. Rates are charged in terms of approved Council Tariffs.
- 4.13.1.3 The onus is on the Service Owner to initiate a request for the refunding of the deposit, once the completion certificate has been submitted and signed off by the DTS.
- 4.13.1.4 A Non-refundable payment (Roadway Trench Fee) is charged in the event of open trenching inside the roadway/blacktop area. Payment calculations are charged in terms of approved Council Tariffs. This amount must be paid upon wayleave approval and before commencement of work.
- 4.13.1.5 In the event that planned directional drilling is unsuccessful and/or due to site conditions, and where open excavation was done in the roadway with prior approval by the DTS, fees will be charged according to the approved Council tariffs. The final Non-refundable amount payable will be determined after reconciliation has been done at the end of the project, prior to final completion certificate being issued.
- 4.13.1.6 The Service Provider will be charged a Penalty for any unauthorized work inside the road reserve, regardless of whether the Municipality later issues a wayleave. Rates will be in terms of approved Council tariffs.

4.13.2 Internal Applications:

- 4.13.2.1 All internal Departments or State Funded Projects (National or Provincial), where the infrastructure will be taken over by the Municipality, will be exempted from paying the Administrative & Supervision Fee, Refundable Deposits, Non-refundable Payments and/or Penalties.

4.14 DEFECTS LIABILITY PERIOD

- 4.14.1 The Service Owner shall be responsible for all defects resulting from the works for a period of one years after the final completion certificate has been submitted and signed off by the DTS.

4.15 INDEMNIFICATION

- 4.15.1 All Service Owners must indemnify Municipality against any third party liability claims of whatever nature resulting from their works or presence of infrastructure in a public road reserve.

4.16 REMEDIAL WORKS

- 4.16.1 Where failure of pavements or any other defects occur resulting from the installation and operations of a service after the defects liability periods has lapsed, the Service Owner must commence with remedial works within 14 days of being notified by the Municipality. The Service Owner will be held liable for any claims as a result of such failure.
- 4.16.2 The Defect Liability Period as defined in section 4.14 of this Policy shall apply to all remedial works.

4.17 RELOCATION OF SERVICES

- 4.17.1 Where services were not installed in accordance with approved plans, relocation of such services to correct positions must be done by the Service Owner at their cost immediately on instruction by the Municipality.

4.18. COMPLETION NOTICE AND CERTIFICATE OF COMPLETION

- 4.18.1 On completion of the work concerned the authorised person must fill in a completion notice and return it to the Road Authority within twenty-four (24) hours. The Way leave holder will then arrange a site meeting with the authorised person to do an inspection and to issue a certificate of completion if all requirements have been met. The twelve (12) month guarantee period for permanent reinstatement by the wayleave holder, commences on the day after the date of issue of the certificate of completion.
- 4.18.2 Completion of the work means that all work has been completed and that all material, equipment and rubble have been removed and the site is completely cleared and cleaned and that the permanent reinstatement, as applicable, has been done by the authorised person.
- 4.18.3 If work involves more than one street link (street block), a completion notice must be submitted after completion of each link.

4.19. IMPLEMENTATION AND REVIEW OF THIS POLICY

- 4.19.1 This policy shall be implemented once approved by Council. All future wayleave applications must be considered in accordance with this policy.
- 4.19.2 The policy will be reviewed on a regular basis as the wayleave approval process is refined

5. PROCESS FLOW PROCEDURE FOR WAYLEAVE APPLICATION

STEP 1: SERVICE ENQUIRY

During the Service Enquiry phase the applicant needs to obtain as-built information from the relevant Directorates and external parties, in an effort to determine a viable route for the newly proposed infrastructure.

During this Phase, no formal application is made and no fees are charged, except when the applicant needs to introduce trial holes or other invasive investigations.

Any trial hole inside the verge of the road or inside the black top area of the road reserve must be approved through a wayleave application.

STEP 2: APPLICATION

The following documents must be prepared and submitted with the wayleave application. **(See Form 1)**

- (a) Application letter: On applicant's letterhead and signed by an authorized person and indicating contact details (address/tel/cell/e-mail) and project details and scope;
- (b) Layout plan / Engineering Plans with cross-section indicating proposed services to scale and dimensioned from either erf boundary or kerb line, details of proposed services, existing and proposed structures, existing fibre installations of all service providers along full route.
- (c) Civil Engineering Professional appointment;
- (d) Confirmation that all Network Licensees have been contacted regarding the proposed installation and possible trench share; if applicable
- (e) Proof of payment of the applicable fees and tariffs;
- (f) Proof of contractor CIDB registration; and
- (g) Confirmation of quantities regarding proposed trenching.

STEP 3: INDEMNIFICATION

All applicants must indemnify Municipality against any third party liability claims of whatever nature resulting from their works or presence of infrastructure in a public road reserve. (see Form 1.1)

STEP 4: TRAFFIC/PEDESTRIAN ACCOMMODATION

A Traffic/Pedestrian Accommodation Plan is to be submitted for approval before construction work commences. Refer to **Appendix B**.

STEP 5: HEALTH & SAFETY,

Submit Health and Safety Plan that comply with the Occupational Health and Safety Act (Act No. 85 of 1993) (OHS Act), prepared in terms of the latest Construction Regulations. Refer to **Appendix D**.

STEP 6: ENVIRONMENTAL MANAGEMENT

If applicable, submit Environmental Authorization that comply with the National Environmental Management Act. (Act No. 107 of 1998), as amended.

STEP 7: WAYLEAVE ADMINISTRATION

A wayleave Administration Fee will be applicable in terms of the Council Approved Tariff System. Payment of the Administrative fee must be made upfront with submission of the wayleave application, with all other fees payable upon wayleave approval.

The Wayleave Control officer will check whether all requirements have been met. The Wayleave Control officer will register the application. When it has been registered a wayleave number will be allocated.

STEP 8: APPROVAL

If the Wayleave Control officer is satisfied that all requirements were met the wayleave will be recommended to the Director: Technical Services for approval. If the Director: Technical Services is satisfied that all requirements were met the wayleave will be issued.

The applicant must collect the wayleave prior to commencement of works. The wayleave will only be issued once all required documents have been received and all fees/deposits have been paid in full.

STEP 9: SUPERVISION

The Wayleave Control office will forward the details of the approved wayleave to the relevant Superintendent: Streets and Stormwater in whose area the works will take place.

STEP 10: COMMENCEMENT OF WORK

The relevant Superintendent of the Department: Streets and Stormwater must be informed 48 hours prior to the commencement of any works in the road reserve.

STEP 11: QUALITY CONTROL

The Superintendent: Streets and Stormwater will monitor the site and make sure that the correct standards and the Code is adhered to during the works. The Superintendent: Streets and Stormwater

must be present when the process control testing: DCP, nucleonic and core tests are done to approve the reinstatements. **Appendix C**

STEP 12: COMPLETION NOTICE

On completion of the work the applicant must notify the Superintendent: Streets and Stormwater to arrange a site meeting to sign off the completed work. (see Form 1.2).

STEP 13: CERTIFICATE OF COMPLETION

A certificate of completion will be issued once all requirements have been met. The 12 month guarantee period for permanent reinstatements by the wayleave holder commences on the day after the date of issue of the certificate of completion. (see Form 1.2)

During this Phase additional costs can be incurred by the applicant in terms of unplanned open trenching or penalties. These charges can be determined in advance if known, or otherwise will be calculated by a Witzenberg Municipal representative during the completion inspection.

STEP 14: CLOSE-OUT

The wayleave form, or a copy thereof, must be returned to the wayleave officer within 24 hours after completion of the work with the completion notice, certificate of completion signed by all parties and must be accompanied by the DCP, nucleonic and core tests results as required in **Appendix C**.

6. TECHNICAL SPECIFICATIONS

TABLE 1: ROAD CLASSIFICATION

Class		Equivalent terminology
1	Expressway	Freeway, trunk road, highway, primary metropolitan distributor
2	Primary Arterial	Urban freeway, motorway, metropolitan arterial, major/ principal arterial, primary distributor, metropolitan distributor
3	Secondary Arterial	Minor arterial, major collector, higher mobility activity spine, urban district distributor
4	Minor road	Local distributor, minor collector, neighbourhood connector, CBD road, industrial road, lower mobility activity spine, urban collector
5	Residential street	Minor street, local street, urban local access activity street, urban access street

6.1 General

6.1.1 Any trenching activity disturbs the structural integrity of a road or footway. Reinstatement must therefore be done in such a way as to ensure that the reinstated trench and its immediate surroundings do not fail structurally, thus resulting in road user discomfort and increased costs.

6.1.2. In addition to this Specification the following specifications shall be applicable to the works:

- SABS 1200 DB – 1989: Earthworks (Pipe trenches)
- SABS 1200 GA – 1982: Concrete (Small works)
- SABS 1200 LB – 1983: Bedding (Pipes)
- SABS 1200 LC – 1981: Cable ducts
- SABS 1200 M – 1996: Roads (General)
- SABS 1200 ME – 1981: Subbase
- SABS 1200 MFL – 1996: Base (Light pavement structures)

SABS 1200 MG	–	1996: Bituminous surface treatment
SABS 1200 MH	–	1996: Asphalt base and surfacing
SABS 1200 MJ	–	1984: Segmented paving
SABS 1200 MK	–	1983: Kerbing and channeling
SABS 1200 MM	–	1984: Ancillary roadworks

All work shall, as far as they are applicable, be carried out in accordance with the above specifications.

6.1.3 The contractor shall, at least 48 hours before commencing work on any class of road, notify the Road Authority of the impending work. The contractor shall submit to the Road Authority, as may be required, the proposed location for storage and spoil sites, the working space required, details of proposed subbase, base and asphalt materials, mix designs for asphalt and the proposed working hours. The reinstatement designs to be used (pavement layers/surfacing thickness and materials) shall be confirmed.

6.1.4 The Contractor shall permit the Road Authority access to the works at any time for the purpose of inspecting and assessing the reinstatement of trenches and pavements and verges.

6.2 Excavations

6.2.1 The area which is excavated must always be kept to a minimum. The width of the trench must be uniform in length and in depth, in other words the sides must be parallel and vertical. The top of the trench must be cut with a saw to ensure smooth, uniform edges.

6.2.2 The minimum depth that any service may be placed under a road is 800 mm measured from the level of the surfacing of the road to the top of the service. The minimum depth at any other place in the road reserve, e.g. on a verge, is also 800 mm measured from the level of the surfacing of the road and not from natural ground level. Any services not subject to being laid at a specific grade such as water pipes and cables, should not be placed at a depth in excess of the 800 mm as this could interfere with a future service that has to be laid at a specific grade, such as sewers and stormwater pipes.

6.2.3 All excavated material and equipment must be placed and demarcated in such a way as to cause the minimum disruption to vehicles and pedestrians. A safe passage must be kept open for pedestrians at all times.

6.2.4 The wayleave holder will be responsible for any damage to any existing service. Any service, indicated on the drawings or on site by a representative from any service provider, must be opened by careful hand digging. If the service cannot be found, the relevant service provider must be contacted again for further instructions. Under no circumstances may an authorised person dig with mechanical equipment before every known service have been found and marked. When found, a service must be marked and protected or supported as required by the service provider. If any service needs to be moved, instructions from the service provider must be followed carefully. The wayleave holder will be responsible for all reasonable expenses incurred in moving services costs. If any service is damaged during excavations, the relevant Service Owner must be contacted immediately.

6.2.5 Adequate preventative measures must be taken to ensure that no water (e.g. due to rain) flows into the open trenches since this will result in the weakening of the structural layers of the road. Any water that is present in a trench must be pumped out before backfilling. Water must be pumped into the stormwater system and not into a sewer manhole. Any material that has become wet must be removed from the bottom of the trench before backfilling.

- 6.2.6. The wayleave holder must prevent any foreign material from entering any drain and ensure that silting does not occur either from pumping operations or as a result of rain. If any silting or other contamination does occur, the wayleave holder must clean the drain.
- 6.2.7. If an excavation is made through entrances to properties, access must be maintained by using steel plates, planks or other temporary bridges of sufficient strength and properly secured against movement. The occupants of the properties must be kept informed at all times of how their access will be affected.

6.3 Micro-trenching

- 6.3.1 Micro-trenching will not be allowed in roads. Micro trenching will only be allowed in verges where the investigation (test holes or ground penetrating radar, etc.) indicates that no services will be damaged by micro-trenching.
- 6.3.2 All micro trenching allowed in sidewalks/verges will share the same 1.0m space allocated to telecommunication services irrespective of methodology followed, being 1,0m from the property boundary, unless otherwise approved.
- 6.3.3 Where possible, the micro trench should be within 400 mm from the property boundary, wall or fence.
- 6.3.4 No micro trenching will be allowed directly behind the road kerb and no trench will be allowed closer than 300mm behind the kerb.
- 6.3.5 Trenchless technology must be done at road crossings and open trenching will only be considered if all other viable options have been investigated and proved impractical or impossible.
- 6.3.6 The relevant planning and design process prescribed must still be followed and all surfaces shall be scanned using Ground Penetrating Radar to determine the existing underground services. Where risk of damaging such services exists open trench methodology must be used.
- 6.3.7 The minimum depth from top of surface layer to invert of trench is 300mm.
- 6.3.8 The minimum permissible cover to any cable/duct installed by micro trenching must be 200mm.
- 6.3.9 The maximum permissible width for the micro trench shall be 50mm and where an asphalt surface is disturbed / breakout occur, the surfacing cut shall be increased to at least 150mm to replace the surfacing layer.
- 6.3.10 The reinstatement must be in a straight continuous line and should include the breakout width of the connection boxes and/or widest breakout point. Only one scar will be allowed. Where the remaining section of sidewalk is less than 1,0 m, the full width of the sidewalk must be reinstated.
- 6.3.11 The positioning of connections boxes and the placement thereof must be indicated on the drawing and must carry the approval of the relevant property owner.
- 6.3.12 Where micro-trenching is allowed by the DTS, the Service Owner shall submit a specific design and specification for the micro-trenching to be evaluated and approved. This design must be surfacing specific to existing conditions. All specifications must be generic and should not specify proprietary products by name, as this may be applied Municipal-wide on concept.
- 6.3.13 A-frame project boards displaying at least the name and cell phone number of the contractor and appointed engineer must be erected at least at both ends of the project during the full duration of the operation.

6.3.14 Micro trenching may only be done with a recognised mechanical machine capable of cutting a clean trench to varied depth and width.

6.4 Reinstatement Designs

6.4.1 Pavement Layers

The types of reinstatement applicable to the classes of road are indicated in Table 2.

TABLE 2: REINSTATEMENT REQUIREMENTS

Reinstatement Type	Description	Road Class				
		1	2	3	4	5
ROADWAYS						
Type A1	Road	* SEE NOTE 1	√ * SEE NOTE 2			
Type A2	Road		√ * SEE NOTE 2	√		
Type A3	Road				√	
FOOTWAYS (SIDEWALKS) AND CARRIAGEWAY CROSSINGS FOR PEDESTRIANS OR VEHICLES						
Type A4/1 to Type A7/2	Footways and carriageway crossings	*SEE NOTE 3 AND REFER TO TABLE 5 FOR ALL ROAD CLASSES				
VERGES						
Type A8	Verges	APPLICABLE TO ALL ROAD CLASSES				

Notes:

- *1 Not applicable as trenching not permitted without specific approval.
- *2 For Class 3 roads generally a Type A2 reinstatement shall be used unless a Type A1 reinstatement or a site specific pavement design is required by the Road Authority and confirmed in writing.
- *3 Type of pavement to be used shall be determined by the type of facility (residential, factory etc.) to be served by the carriageway crossing as shown in Table 5 or shall match the existing layer works and surfacing as agreed by the Road Authority.

6.4.2 Backfill (Subgrade)

Four types of backfill are applicable to the classes of road as indicated in Table 3. Types B1 and B2 are backfill to trenches subject to traffic loads and Types B3 and B4 are backfill to sidewalks and verges not subject to traffic loads.

TABLE 3: BACKFILL REQUIREMENTS

Backfill Type	Description	Road Class				
		1	2	3	4	5
Type B1	Road			√	√	
Type B2	Road	* SEE NOTE 1				√
Type B2	Vehicle carriageway crossings (asphalt or brick surfacing)	NOT APPLICABLE		REFER TO TABLE 6		
Type B3	Footways(sidewalks)and pedestrian carriageway crossings	REFER TO TABLE 6 FOR ALL ROAD CLASSES				
Type B4	Verges or unpaved areas	APPLICABLE TO ALL ROAD CLASSES				

Notes:

*1 Not applicable as trenching not permitted without specific approval.

6.5 Reinstatement Types and Descriptions

The pavement and backfill types indicated in Table 2 and Table 3 shall be constructed as follows:

6.5.1 Road Reinstatements

Type A1 40 mm continuously graded medium asphalt wearing course
80 mm continuously graded asphalt base (BTB)
250 mm subbase (G5) cement stabilised to form a C3 layer placed in at least two layers

Type A2 40 mm continuously graded medium asphalt wearing course
150 mm G2 base
250 mm subbase (G5) cement stabilised to form a C3 layer placed in at least two layers

Type A3 40 mm continuously graded medium asphalt wearing course
150 mm G2 base
150 mm subbase (G5) cement stabilised to form a C3 layer

6.5.2 Carriageway Crossings for Vehicles (Also refer to Table 5 in this regard)

Type A4/1 73 mm brick or 80 mm blocks
25 mm sand bedding
200 mm G2 base placed in at least two layers

Type A4/2 50 mm continuously graded medium asphalt wearing course
250 mm G2 base

Type A5/1 73 mm brick or 80 mm blocks
25 mm sand bedding
100 mm G5 subbase

Type A5/2 40 mm continuously graded medium asphalt wearing course
150 mm G5 subbase

Type A6/1 73 mm Brick or 80 mm blocks
25 mm sand bedding
100 mm G5 subbase

Type A6/2 25 mm continuously graded fine asphalt wearing course
100 mm G5 subbase

6.5.3 Footways (Sidewalks) and Pedestrian Crossings (Also refer to Table 5 in this regard)

Type A7/1 73 mm brick or 80 mm blocks
25 mm sand bedding
100 mm G5 subbase

Type A7/2 25 mm continuously graded fine asphalt wearing course
100 mm G5 subbase

6.5.4 Verges

Type A8 150 mm (minimum) topsoil

6.6 Backfill

6.6.1 Roads and Carriageway Crossings for Vehicles Reinstatement

Type B1 G9 material from trench excavation (or G7 material if imported) stabilized with cement

Type B2 G9 material from trench excavation (or G7 material if imported)

6.6.2 Footways (Sidewalks) and Pedestrian Crossings

Type B3 Material from trench excavation (or G9 material if imported)

6.6.3 Verges

Type B4 Material from trench excavation

The depth or thickness of backfill(subgrade) Types B1 to B4 will be determined by the trench excavation depth, the bedding and blanket thickness and the pavement layer depths given above.

6.7 Materials

6.7.1 Backfill (Subgrade)

Trench backfill material shall consist of a suitable material of similar or better quality than that originally excavated from the trench. Material excavated from trenches may be used as backfill in all areas, provided only that it contains little or no organic material and that it can be placed without significant voids and compacted to specification. Material containing more than 10% of rock or hard fragments that are retained on a sieve of nominal aperture size 100 mm, and material containing large lumps that do not break up under the action of the compaction equipment being used, will be regarded as unsuitable for use in backfilling and any material from trench excavations which cannot be compacted in accordance with the requirements of this specification shall be considered to be unsuitable and shall be replaced.

Notwithstanding the above materials used for backfilling of trenches subject to traffic loads (roads and vehicular carriageway crossings etc) shall be free of clay and shall meet the requirements of a G9 material as indicated in Table 4.

If the excavated material cannot be used for backfill material shall be imported. Where the backfill is to be placed under road carriageways or any other areas subject to vehicular traffic loads material the imported material shall comply with the requirements of a G7 material in accordance with SABS 1200 M (see Table 4). Where the backfill is to be placed in other areas not subject to vehicular loads the material shall comply with the requirements of a G9 material as indicated in Table 4.

TABLE 4: BACKFILL MATERIAL

Criteria	Type G7 material	Type G9 material
Parent material	Natural material (soil, sand or gravel)	Natural material (soil, sand or gravel)
Strength	CBR at 93% of Mod. AASHTO max. density shall	CBR at 93% of Mod. AASHTO max. density shall

	be at least 7%. Swell at 100% of Mod. AASHTO max. density shall not exceed 1,5%	be at least 7%. Swell at 100% of Mod. AASHTO max. density shall not exceed 1,5%.
Atterberg limits	PI shall not exceed 12 or a value equal to 3 times the grading modulus plus 10, whichever is the higher value.	PI shall not exceed 12 or a value equal to 3 times the grading modulus plus 10, whichever is the higher value.
Size	Two thirds of the compacted layer thickness or 75 mm for crushed material.	Two thirds of the compacted layer thickness.
Grading modulus (GM)	2,7 >= GM >= 0,75	2,7 >= GM >= 0,75

Backfill Type B1 shall be mixed with 2,5 % cement by mass. The cement used with backfill shall be at least type CEM II 32,5.

6.7.2 Subbase

Subbase material shall comply with the requirements with of SABS 1200 M for a G5 material.

Cement used for stabilization shall be type CEM II 32,5.

6.7.3 Base

Base material shall comply with the requirements of SABS 1200 M for a G2 material with a 26,5 mm maximum aggregate size.

6.7.4 Asphalt

6.7.4.1 Binders:

Binders shall comply with the requirements of SABS 1200 MH. Material for prime, as may be required, shall be either MC 30 or RTH1/4P. Material for tack coats shall be 30% stable grade bitumen emulsion. The bituminous binder for asphalt shall be 60/70 penetration grade bitumen for base and wearing course and MC 3000 cut-back bitumen for sidewalk asphalt.

6.7.4.2 Mix specifications:

(a) Asphalt Base (BTB)

Asphalt for base shall comply with the requirements of SABS 1200 MH for continuously graded asphalt with a 26,5 mm maximum aggregate size. Hot mix asphalt shall be used.

(b) Wearing Course Areas Subject to Traffic Loads

Asphalt for wearing course shall comply with the requirements of SABS 1200 MH for continuously graded medium asphalt (CCC type A mix). Hot mix asphalt shall be used.

(c) Surfacing for Footways (Sidewalks)

Asphalt for footway surfacing shall comply either with the requirements of SABS 1200 MH for continuously graded fine asphalt or with the requirements in (d) below. Hot or cold mix asphalt may be used.

(d) Footway asphalt specification

The bituminous binder shall be MC 3000 or other approved cut-back bitumen.

The aggregate shall be composed of clean, hard, sound particles of an approved durable material, free from organic and calcarious matter and other impurities, and shall contain a mixture by mass of 85% of 6,7 mm aggregate mixed with 15% of an approved crusher dust graded from 3,4 mm to dust. Not more than 2% of the total mix shall pass a 0,075 mm sieve.

The aggregate shall be properly screened, cubical in shape, free of dust and shall conform to the requirements of Grade 2 stone in Table 1 SABS 1200 M: 1996. The grading shall comply with Table 1 for 6,7 mm aggregate.

The proportions of the mix shall be 94,5 % aggregate and dust and 5,5 % binder by mass.

6.7.4.3 Material Sources and Mix Designs:

Asphalt from approved commercial sources shall be used. Proposed mix designs for the materials to be supplied. Examples of test results obtained on previous contracts where similar mixes were used shall be provided to the Road Authority on request.

Test results from the supplier demonstrating the compliance, of the asphalt actually supplied to the works, with the requirements of this specification shall be provided to the Road Authority.

If commercial sources are not to be used, mix design proposals shall be submitted for approval prior to the commencement of any work.

6.7.5 Segmented Paving and Edgings

6.7.5.1 Pavers:

Where existing paving has to be reinstated the existing type shall be matched as far as possible in terms of shape, colour, type and surface texture. Otherwise the type of reinstatement shall be in accordance with this specification and the standard materials indicated below shall be used as agreed with the Road Authority.

Standard brick pavers shall be 222 mm x 106 mm x 73 mm and shall conform to SABS 227: Burnt Clay Masonry Units (latest edition) as applicable to Class FBX – E-30 bricks.

Standard concrete block pavers shall be of a type specifically manufactured for paving. They shall be approximately 200 mm long and 100 mm wide. Their thickness shall be 80 mm. The blocks shall conform to SABS 1058: Standard Specification for Cement Paving Blocks (latest edition) Class 35 or the Precast Concrete Block Paving Construction guidelines. In residential areas standard 100 mm x 100 mm precast concrete cobbles may be used.

Cast In-situ concrete: All cast in-situ concrete must comply with the relevant requirements of Section 6400: Concrete for Structures of the COLTO Standard Specification for Roads and Bridge Works. All cast in-situ concrete must be Class 25/19.

Precast concrete paving slabs: All concrete paving slabs must comply with the requirements of SABS 541-1971, as amended or replaced from time to time.

6.7.5.2 Edgings:

Where existing edging has to be reinstated the existing type shall be matched as far as possible in terms of shape and type. Otherwise the type of edging shall be in accordance with this specification and the standard materials indicated below shall be used as agreed with the Road Authority.

Standard edging bricks shall not be of lesser quality than Grade NFX (as per the current edition of SABS 227: Burnt Clay Masonry Units).

Standard precast concrete edgings shall be of cross sectional 100 mm x 100 mm or 150 mm x 75 mm complying with the relevant requirements of SABS 927. Cross sections of precast footway edgings are shown on the standard drawing RO/2272/1.

The standard length edgings shall be 1 m except as specified hereinafter. Where the radius of a bend has a value between 600 mm and 30 m, the precast sections shall be supplied in 300 mm lengths and laid in segments to form the circular curve.

6.8 Plant

6.8.1 Compaction Equipment

The contractor shall use mechanical compaction equipment and he shall select such equipment and operate it in such a manner that the service in the trench, including pipes, ducts or cables is not stressed or damaged. In this regard the contractor shall be responsible for ensuring that he is, prior commencing compaction, aware any particular limitations on the type of compaction (vibration permitted etc) or the type of equipment (size, mass) which the relevant service owner/s may impose while working over or near their service/s.

6.9 Construction

6.9.1 Safeguarding of Excavations

Should the depth of an excavation or the nature of the material excavated render the sides of the excavation liable to movement that might endanger the works or the workmen engaged on the works the sides of the excavation shall be supported by suitable timber or other sheeting with adequate struts and braces, all being assembled properly and having sufficient strength and stiffness to prevent movement in the materials supported (shoring).

The contractor shall make good any fall of rock or earth due to rain, floods, insufficient timbering or other cause, and shall fill in any cavities so formed.

Without relieving the contractor in any way of his responsibility the Road Authority may order additional lateral support for the sides of any excavation.

All timbering and sheeting shall be removed from the excavation before the completion of the work, unless the written permission of the Road Authority is obtained to allow any portion to remain.

6.9.2 Protection of Structures

Where work is to be carried out in the proximity of buildings, bridges, tanks or structures, the contractor shall take all necessary precautions, including shoring where necessary, to ensure the safety of the structures that are at risk.

6.9.3 Stormwater and Groundwater

The contractor shall properly deal with and dispose of water to ensure that the works are kept sufficiently dry for their proper execution. The contractor's responsibility will be held to include the provision of adequate protection against flooding and damage by stormwater, flow from springs, and seepage, and to include provision for the repair of any damage to the works may arise as a result of the inadequacy of the protection provided.

6.9.4 Excessive Pollution

The contractor shall take all reasonable measures to minimize excessive dust nuisance, pollution of streams and inconvenience to or interference with the public or others because of the execution of the works.

6.9.5 Excavated Material not to Endanger or Interfere

All excavated material shall be so deposited as not to interfere with or endanger the works (for example, by causing the sides of an excavation to collapse), other property or traffic. The Road Authority may order the contractor to remove any material that is liable to endanger or to interfere with the works, private property, traffic or pedestrians, and to order that such material be placed at some other approved location.

All material that is unsuitable or not required for backfilling shall be removed from the site.

6.9.6 Protection of Overhead and Underground Services

Prior commencing with any work the contractor shall ensure that all relevant wayleaves and permissions have been obtained to work on the site. Also refer to section 1.

The contractor will be held responsible for any damage to known services (ie services that are within the site of the works and are shown on the drawings or have been indicated to the contractor) and he shall take all necessary measures to protect them. All work or protective measures shall be subject to approval of the relevant service owner or authority.

In the event of a service being damaged, the contractor shall immediately notify the owner or authority concerned. The contractor shall not repair any such service unless instructed to do so.

6.9.7 Ground and Access to Works

The contractor shall occupy only such ground as is necessary to carry out the work. He shall provide and maintain such access to the various sections of the works as he requires for the proper execution of the work. All fences and other structures that have been damaged or interfered with by the contractor shall be restored to a condition at least equivalent to their original condition.

6.9.8 Damage to Road Surface

Where, during the execution of the works, any road or paved surface adjacent to a trench has been damaged in any way whatsoever by the contractor, he shall at his own expense and as soon as is practicable, repair and restore such surface to a condition at least equivalent to that previously existing, and to the satisfaction of the Road Authority.

6.9.9 Excavation and Backfill (Subgrade)

6.9.9.1 Excavation of Temporary Material before Reinstatement:

It may be necessary to re-excavate trenches to remove temporary material placed in a trench in order to place the permanent backfill and/or pavement layers. The contractor shall ensure that he

is aware of any possible restrictions relevant service owners may impose on excavation work (use of hand excavation only etc).

The sides of an excavation shall be as near vertical as possible while following safe excavation practise for the excavation depth and the material conditions.

No tree roots encountered in trenches may be cut without prior permission from the Directorate: Community Services.

6.9.9.2 Compaction:

(a) Areas Subject to Traffic Loads (Backfill Type B1 and Type B2)

In areas subject to road traffic loads trenches shall be backfilled in layers of thickness (after compaction) not exceeding 150 mm and the material shall be compacted to 93 % of modified AASHTO maximum density (or 100 % in the case of sand) for backfill Type B1, and 95 % of modified AASHTO maximum density (or 100 % in the case sand) for backfill Type B2. See also section 15.8.9.3 regarding backfill Type B1.

(b) Areas not Subject to Traffic Loads (Backfill Type B3 and Type B4)

Trenches shall be backfilled in layers of thickness (after compaction) not exceeding 300 mm and the material shall be compacted to the same density as that of undisturbed surrounding ground or to 90% of modified AASHTO maximum density (or 100 % in the case of sand) whichever is the higher for backfill Type B3.

Trenches shall be backfilled in layers of thickness not exceeding 300 mm and the material shall be lightly compacted to reduce settlement for backfill Type B4.

6.9.9.3 Backfilling:

Backfilling of trenches shall commence after the service has been laid and firmly bedded in the specified cradle and the blanket has been placed and adequately compacted over the service to the height of blanket cover specified for the applicable type of service.

Backfilling shall be carried out over the full extent of the actual trench excavation and to original ground level, except where other pavement layers are to be placed. Unless prior approval has been obtained, no filling shall be placed in water.

Type B1 backfill (for work under Class 3 and 4 road carriageways) shall be thoroughly mixed with 2,5 % cement by mass prior to watering and compaction.

6.9.9.4 Temporary reinstatement of excavated areas.

It may be necessary, due to traffic or safety or any other conditions, to temporarily backfill a trench and/or temporarily reinstate a roadway. The Road Authority shall be informed of all such instances. Where trenches across areas subject to vehicular traffic loads are backfilled on a temporary basis the backfilling must be done with G9 material from trench excavation (or G7 material if imported) stabilized with cement up to a level of 440mm beneath the surface of the road. The remaining 440mm must be filled up with crusher dust material up to the road surface.

The backfilled surface shall be maintained in a safe condition for pedestrian and vehicular traffic until the final pavement layers are placed.

6.9.9.5 Disposal of Surplus Material:

Excavation material from the trench, which is unsuitable or has become surplus because of bulking, displacement or importation, shall be disposed of off-site at an approved location.

6.9.9.6 Deficiency of Backfill Material:

Any deficiency of backfill material from trench excavation may be made up from suitable surplus material from other excavations nearby. If there is still a shortage of suitable material, backfill shall be imported.

6.9.9.7 Completion of Backfilling:

The contractor shall complete backfilling of trenches expeditiously and in reasonable approved lengths. The Contractor shall clean the road surface or paved area (as applicable) adjacent to the trench on completion of the work.

6.9.10 Subbase

6.9.10.1 Compaction:

(a) Placing, Watering and Mixing

The material shall be placed and spread in a trench in such a manner as to minimize segregation of the various sizes of aggregate in the material. In order to increase the moisture content of the material to the optimum for the compaction equipment employed and the density required the requisite quantity of water shall be added uniformly to the material and thoroughly mixed into the material until a homogenous mixture is obtained.

Dry compaction shall not be permitted. If necessary, due to the nature of the compaction equipment to be employed, the full layer thickness shall be achieved by placing and compacting successive thinner layers.

(b) Specified Density

Subbase to trench reinstatement within a road carriageway, to carriageway crossings and to sidewalks shall be compacted to 95% of Mod AASHTO maximum density.

6.9.10.2 Construction:

(a) Stabilization

Where specified subbase material shall be stabilized with 3 % cement by mass. The cement shall be thoroughly mixed into the subbase material before water is added and compaction commences.

6.9.11 Base

6.9.11.1 Compaction:

(a) Placing, Watering and Mixing

The requirements of section 15.8.10.1(a) shall apply.

(b) Specified Density

Base to trench reinstatement within a road carriageway and to carriageway crossings shall be compacted to 98% of Mod AASHTO maximum density.

6.9.12 Reinstatement of asphalt surfaced areas

6.9.12.1 General:

Where long lengths of trench are to be reinstated, asphalt work shall be programmed to follow the completion of the rest of the layers so that the period that a completed trench is left unsurfaced is limited as far as possible.

The edges of the excavation through existing asphalt surfacing shall be uniformly cut along neat straight lines on both sides over the entire length of the trench. Wherever practical the straight edges shall be parallel to the trench being prepared for reinstatement. All areas of intrusion/overlap into the adjoining surfacing shall be cut to a rectangular shape.

Where the excavation is through a road surfaced with asphalt the existing wearing course shall be removed an additional 100 mm beyond the edge of the trench so that the joint in the surfacing will not be above the edge of the trench.

The joint formed between the old and the new surfacing shall be cleaned and all loose material and dust removed. For all excavations through road carriageway surfaces a tack coat shall be applied at a rate of 0,6 litres per square metre to the full width of the area to be surfaced including the face of the joint formed. The tack coat shall be applied at least 30 minutes before and not more than 24 hours before surfacing.

All works adjacent to the tack spraying operation (including kerbs, brick paving etc.) shall be protected appropriately. All entries to drainage structures shall be blocked to prevent entry of bitumen.

After reinstatement of layer works the surface layer shall be neatly cut to produce a straight line. The final cut lines must ensure that straight and parallel lines are achieved giving a square block finish. Asphalt surfaces on roads must preferably be cut with jack hammers or other devices to produce a bond edge. Asphalt surfaces on sidewalks must be saw-cut producing straight lines.

Where the width of the sidewalk is less than 1.5 m, the entire width of the surfacing shall be replaced.

Where the width of the sidewalk exceeds 1.5 m, the minimum reinstatement width shall be 1.5 m, provided that there is only one scar and the un-reinstated strip left over is more than 500 mm.

Where any strip of asphalt less than 500mm wide remains, it shall be replaced simultaneously with the trench asphalt.

6.9.12.2 Placing:

In order to achieve a dense impervious layer asphalt should as far as possible, and particularly for asphalt placed to reinstate road carriageways, be placed at as near as possible to the recommended working temperatures for the applicable mix.

The asphalt mixture shall be dumped on shovelling plates, or other approved clean surfaces, and shall not be dumped on the area on which it is to be spread. The mixture shall be placed with shovels in the desired position and shall be levelled off with rakes to a depth which will provide not less than the required thickness after compaction.

6.9.12.3 Compaction:

In areas where the larger rollers cannot be used, compaction shall be carried out with hand operated mechanical compaction equipment and, where there is sufficient space, approved smaller vibratory rollers.

The edges of all asphalt areas shall be compacted with an approved hand stamper, and the contractor shall ensure that the asphalt lies flush with the top of the adjacent surfacing or formed edges.

Asphalt base and wearing course shall have a minimum density of 94 % of Marshall density. Asphalt surfacing for footways (sidewalks) shall be finished and compacted so that the surface appears smooth, uniform and dense.

6.9.13 Segmented Paving and Edgings

6.9.13.1 Removing and Replacing Units:

Where a trench crosses a segmented block paved area the existing units must be carefully removed in complete units and kept safe for re-use.

Reinstated bricks and blocks shall be placed on a sand bedding as indicated in Table 5 and shall be cut by means of a mechanically driven saw only. Brick portions with any side of less than 30 mm may not be used.

The joint openings between the individual bricks / blocks may not exceed 5 mm in width.

Reinstated bricks/blocks shall be vibrated to final level with a suitable plate compactor and again vibrated after the application of dry jointing sand. Joints shall not be grouted with a cement/sand mixture.

Where it is necessary to leave a gap between the abutting row of bricks and poles or manhole covers etc. the gap must be filled with asphalt.

When reinstating the brick surface, bricks and cuttings shall be carefully replaced to match the existing pattern. Jointing sand (no cement) in accordance with the SANS 1200 MS specification shall be broomed into the joints for the full depth of the bricks prior to undertaking the final compaction of the brick surface using a vibratory plate compactor and a rubber tyre pneumatic roller in areas with heavy vehicular traffic.

The paving pattern of the reinstated brick surface must be visually equal to or better than the existing brick paving.

After compaction, the replaced bricks shall tie into the existing bricks within a tolerance of 3mm.

No collapsing or sagging as a result of the works will be accepted. Any settlement at the end of the 1 year defects liability period shall be made good by removing the bricks, re-compacting the fill and base layers and replacing the brick surface.

6.9.13.2 Edging:

Where a trench crosses an edging the units must be carefully removed in complete units and kept safe for re-use. Edgings may be re-used provided that re-used and new units are not interspersed over short distances. All the precast edgings shall be re-laid true to line and to such grades and levels as to properly reinstate the disturbed edges.

Edging shall be laid on a bed of 15 MPa concrete and pressed firmly into place so that there shall be a minimum thickness of 50 mm of concrete under the whole of the base of the edgings. The

concrete bedding shall be haunched up behind the edging for at least two-thirds the height of the unit and the back slope of this haunch shall not be steeper than 1:1. The width of joint between edgings shall be 10 mm and each joint shall be grouted solid with mortar composed of 1 part cement to 4 parts sand and neatly pointed on all exposed surfaces.

6.9.14 Reinstatement of concrete surfaced areas

After reinstatement of layer works the existing concrete edges shall be neatly cut to produce a straight line. The final cut lines must ensure that straight and parallel lines are achieved giving a square block finish.

6.9.15 Reinstatement of driveways

After reinstatement of layer works the surface layer shall be neatly cut to produce a straight line. The final cut lines must ensure that straight and parallel lines are achieved giving a square block finish. The same surface finish must be implemented in the reinstatement in order to tie into the existing appearance and functionality.

Where any strip of existing surface treatment, between the road edge/kerb line and trench is less than 300mm wide, it shall be replaced simultaneously with the trench reinstatement.

No collapsing or sagging as a result of the works will be accepted. Any settlement at the end of the 1 year defects liability period shall be made good to Municipal Standards.

6.9.16 Verges and other Unpaved Areas

6.9.16.1 Verges:

When trenching through unpaved areas all the existing topsoil shall be kept in a separate stockpile for subsequent re-use. It should be noted that where a hardening or gravel layer has been placed on a verge this shall not be treated as an unpaved area and reinstated as specified in this section. In such cases the type of reinstatement required shall be agreed with the Road Authority and the normal requirement shall be that the hardening or gravel layer shall be reinstated to match the thickness and type of material removed.

Trenches through verges and other unpaved areas can be backfilled with the excavated material. The top layer of each trench shall be backfilled without compaction with all the topsoil that is available. The finished surface of backfilling left proud of the surrounding ground to allow for initial settlement shall be not more than 75 mm above the surrounding ground. Verges and other unpaved areas affected by trenching shall be reinstated to the existing profile, width and grade within the road reserve.

Where road construction layers, structural courses, foundations, kerbs and/or backing providing edge support to road structures extend into verges or unpaved areas and are affected by trenching, such layers, backing etc shall be fully reinstated.

6.9.16.2 Reinstatement of non-surfaced/grassed vegetation covered areas

Unless otherwise agreed, cultivated areas containing shrubs, plants or bulbs affected by trenching shall be reinstated using the same or similar species.

Grassed areas shall be reinstated using the original turf, replacement turf or an equivalent seed, depending on weather and growing season.

Where grassed areas have previously been mown, the reinstated surface shall be demonstrably free from stones greater than 20 mm nominal size. All other debris arising from the works shall be removed from the site.

If any unconstructed verge has an established lawn, this must be removed, stored and replaced in sods in such a way that the lawn is in the same condition after reinstatement as it was before excavation. If the sods are allowed to dry out or become damaged in any way, they must be replaced with similar sods.

If an unconstructed verge has been planted with garden vegetation other than lawn, the owner of the adjacent property must be consulted before excavation, to obtain instructions on what to do with the plants that are affected. Every effort must be made to preserve all plants.

Trench widths and depths shall be the same as for surfaced areas.

Bedding sand and bedding blanket shall be the same as for trenches in surfaced areas.

The excavated material which is used for backfill must be compacted to match the density of the neighbouring undisturbed areas but with a minimum of 93% of MDD up to 100mm from the top of the trench.

Reinstate surface (final 100mm) as per existing surface. Once the backfill is compacted, carefully replace the grass / vegetation ensuring no depressions in the surface along the trench route. Grass should be firm and compacted into place using a heavy roller.

6.9.16.3 Ditches, drains and drainage courses:

Ditches, open drains and drainage courses affected by trenching shall be restored to their original profile, unless otherwise agreed.

6.9.17 Reinstatement of unsuccessful drill operations

In the event that directional drilling is unsuccessful, the drill tunnel must be filled / pumped with concrete. The mixture used must be pre-approved by the DTS.

6.9.18 Other Construction Requirements

6.9.18.1 Placing Material:

Completed backfill shall be free of contaminants prior to and during the placement of pavement materials. Before placement of any pavement layer materials and as part of the backfill works, the sides of the trench to receive the pavement layers shall be cut clean to achieve a uniform plane surface, free of any loose or foreign material.

Appropriate construction mixing methods shall be applied to ensure uniformity of all the specified material qualities when the materials are laid along the trench length. The surface of all pavement layers shall be in a tight and uniformly bound condition with no evidence of layering, cracking or disintegrating and free of loose, dusty, stony areas.

All materials shall be compacted using mechanical compactors. Hand operations may be used in confined areas, however, self-propelled driven mechanical plant shall be used where trench area allows.

6.9.18.2 Stormwater Damage:

Should disturbance or demolition of existing stormwater pipes or structures occur due to the trench works they shall be reinstated in accordance with the specification to be obtained by the contractor from the Road Authority.

6.9.18.3 Kerbs and Other Precast Components:

Where kerbs or other precast components are affected by trenching they shall be carefully removed and stored for re-use. Unless otherwise agreed by the Road Authority all recovered precast units or components to be incorporated in the reinstated works shall be in good condition and free of cracks, chips and deformities. Any items damaged by the contractor during removal shall be rejected, removed from the site and replaced with new materials. All kerbs or other precast components shall be reinstated in accordance with the requirements of the applicable section of SABS 1200. Tunnelling under kerbs, channels and edging is prohibited and all such elements shall be removed during excavation and reinstated. All cast in-situ concrete must be Class 25/19.

6.9.18.4 Resurfacing Footways and Carriageway Crossings:

Where the area of the trench damage is greater than 75% of a footway or a carriageway crossing area the Road Authority may require that the whole crossing area be resurfaced to match the existing surface levels and material type (the existing surfacing shall be removed as necessary).

If a private driveway and footway with non-standard materials are to be excavated, the owner of the property concerned must be informed in advance and in writing of the intended work. The owner must then [supply/specify to] the authorised person [with] the materials that are to be used for the reinstatement.

6.9.18.5 Cracking:

Where parallel cracking or settlement of the existing carriageway surface occurs along the edge of a trench after excavation the pavement layer reinstatement shall be widened to a line 200 mm beyond the extremity of the cracking.

6.9.18.6 Reinstatement of Road Signs and Markings:

All road markings that have been removed or damaged by the works shall be repainted upon reinstatement of a trench to surfacing level. All markings shall be in accordance the South African Road Traffic Signs Manual (SARTSM) or according to the original colours, lengths and widths as instructed by the Road Authority. All work shall be in accordance with SABS 1200 MM. Any road studs removed shall be replaced.

All road signs removed in carrying out the works shall be reinstated and any signs damaged during removal or lost shall be replaced by the contractor.

6.9.18.7 Other Reinstatement and Cleaning:

All peripheral damage caused by any excavation, backfilling or reinstatement operations including but not limited to damage to adjacent surfaces caused by poles or pegs placed shall be repaired as required by the Road Authority and all surfaces affected by the work shall be properly cleaned on completion of the work. All waste shall be removed from site.

Where other features, such as drainage channels or pipes across footways are affected, they shall be reinstated such that they function properly and to the satisfaction of the Road Authority.

6.10 Tolerances

6.10.1 Levels

Unless otherwise agreed all trenches shall be reinstated to same levels, falls and grades as existed before the disturbance. Notwithstanding this requirement finished surface levels shall be adjusted locally to ensure that the reinstated areas are free draining as there may be locations particularly on flat roads where previous consolidation has created un-drained areas isolated from the main drainage points. Where it may be necessary to adjust the lines and levels for reinstatement for other reasons the Road Authority shall issue specific instructions to the contractor.

At the edge of a resurfaced area the edge of the new surfacing shall match or be slightly proud of the adjoining surfacing, kerbing or edging.

6.10.2 Layer Thickness

The average thickness of any layer shall not be less than the specified thickness and in no place shall the actual thickness differ from the specified thickness as follows:

Subbase Plus or minus 15 % of the specified layer thickness

Base Plus or minus 15 % of the specified layer thickness

Asphalt Plus or minus 20 % of the specified layer thickness

6.10.3 Smoothness

When a 3 m straight edge is laid on a finished road carriageway surface, the distance between the surface and the straight edge shall nowhere exceed 6 mm.

6.11 Testing

6.11.1 Proof of Compliance

The contractor shall carry out process control testing to ensure that all materials and works are in accordance with the specification. The Road Authority shall be provided with copies of the results of such testing as required in **Appendix C**. If no test results are provided the Road Authority reserves the right to call for such results. The results shall then be produced within two days of being requested. Such tests shall be done at the contractor's expense. If no test results are provided as requested the Road Authority reserves the right to consider the work in question to be out of specification and the work shall be rejected and may have to be redone.

6.11.2 Materials and Mix Design

Process control testing shall be carried out on all materials supplied for trench reinstatement. Routine testing carried out by suppliers shall be acceptable provided that the frequency of testing complies with the requirements of the applicable section of SABS 1200.

Refer to section 15.6.4.3 regarding asphalt mix designs.

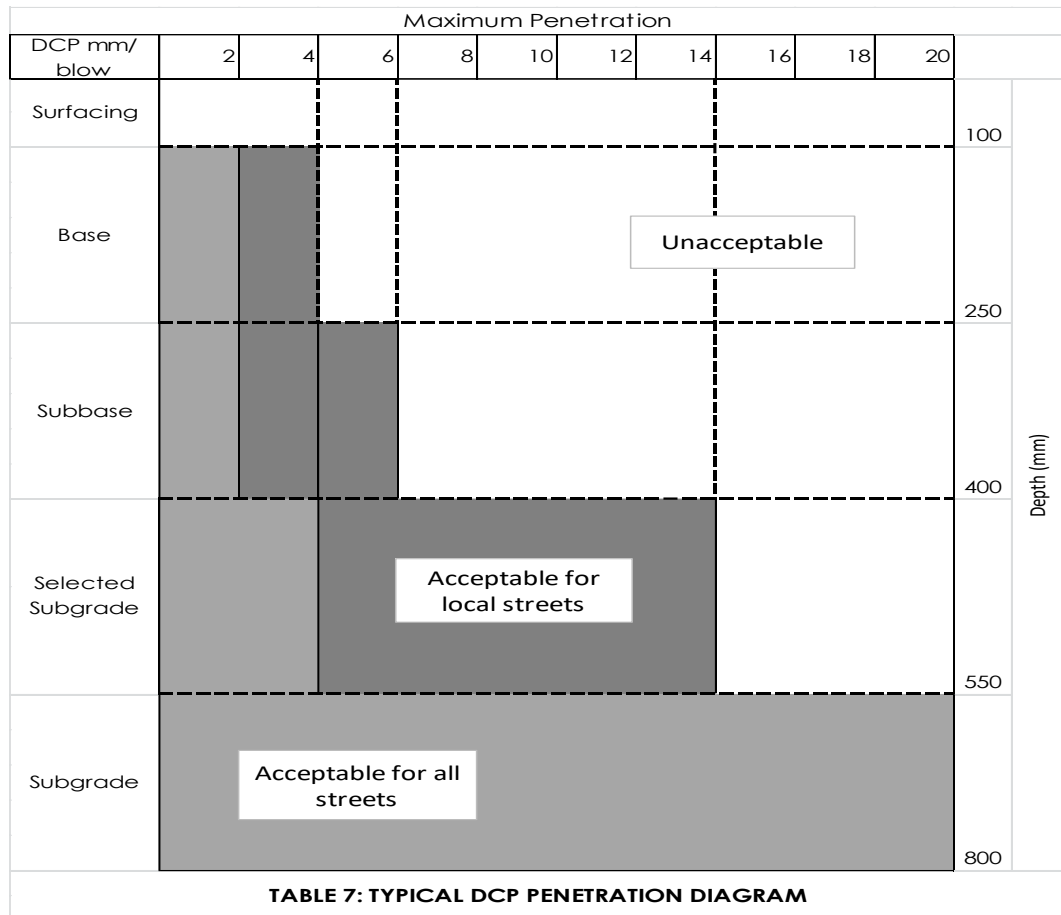
6.11.3 Density Testing

The density of backfilling (subgrade), subbase and base shall routinely be tested using a Dynamic Cone Penetrometer (DCP) although nucleonic or sand replacement testing may be required to confirm the achievement of the specified densities.

DCP testing shall be carried out on trenches in areas subject to vehicular traffic loads (roads and carriageway crossings) after every 1,0 m depth of backfill, or part thereof if the total thickness of backfill is less than 1,0 m, has been placed and compacted.

The backfill (subgrade), subbase and base shall be tested by DCP every ten linear metres of trench or such greater interval as agreed with the Road Authority.

An indication of probable acceptance on most roads can be obtained from the typical DCP Penetration diagram shown below in TABLE 7



Asphalt layers shall routinely be tested using nucleonic methods although core testing may be required to confirm the achievement of the specified densities. Standard maximum dry density and Marshall density values may be used for the various materials used to reduce the amount of sampling and testing. Such standard values shall be agreed with the Road Authority as and when required. The frequency of density testing required on the layers will be determined by the Road Authority taking into account the size and nature of the work. The testing frequency shall be one test per 100 square metres of completed layer unless another frequency is agreed with the Road Authority prior to commencement of the work. A minimum of three tests will be required.

6.11.4 Test Standards

All testing shall be carried out in accordance with TMH1: Standard Methods of Testing Road Construction Materials.

6.11.5 Routine Inspections

The Road Authority may carry out routine inspections of the works as they are completed. To allow such inspections the contractor shall advise the Road Authority when excavation work is to commence and when it has been completed.

The Road Authority may carry out independent density tests to determine the compaction of the backfilling or other layers and may take samples of any materials being used for further testing. Such testing shall not relieve the contractor of his responsibility to carry out process control testing.

6.11.6 Acceptance or Rejection of Works

6.11.6.1 General:

Should any contractor's testing and re-testing indicate that the works, or part of the works, fails to meet the specification then further working (including scarifying, remixing and/or recompaction as necessary or the replacement of materials) shall be carried for the entire section rejected and retests carried out, all at the contractor's expense. Re-testing shall be carried out at the same frequency as the original testing.

6.11.6.2 Asphalt:

Areas of asphalt defective with respect to the specified requirements for mix quality, density, percentage voids, surface finish, surface smoothness or thickness shall be removed and replaced by the Contractor unless the Road Authority permits the layer to be sealed with an agreed product. The extent of the defective area shall include all the asphalt in the test lot containing the failed test(s) unless defective areas can be suitably isolated by additional testing (where necessary) by the contractor. The contractor shall remove and replace areas of asphalt which show signs of either ravelling, cracking, deflection, subsidence and instability, for any reason, at the discretion of the Road Authority. Immediate repairs shall be carried out by the contractor as necessary to maintain the safety of the site. Patches shall be prepared by cutting and removing the defective asphalt to the full depth of the layer such that the sides of the area are at right angles or parallel to the direction of traffic and the edges are vertical and the patch shall be completed by placing and compacting new asphalt in accordance with the specification.

6.11.7 Performance Specifications/Defects liability

6.11.7.1 The performance of any trench permanently reinstated by the authorised person will be monitored for twelve (12) months, during which period the authorised person will be held responsible for any remedial work that may be required.

6.11.7.2. The tests that were used for quality control (density or shear strength) will be used to determine whether or not the work was done according to specifications. The Road Authority may do additional tests if the quality control tests are not considered to be adequate.

6.11.7.3. Remedial work will be required if any of the following defects exists:
 (a) Depressions;
 (b) humps (crowning);
 (c) edge depression (trips, vertical discontinuities) at the interface; or
 (d) cracking.

6.11.7.4. Any depression or hump will be measured with a straight edge across the reinstatement and will require remedial work if the following limits are exceeded over 100 mm or more of the length of the trench:

<i>Reinstatement Width (mm)</i>	<i>Height of Deformation or Hump as measured with straight edge (mm)</i>
Up to 400	10

400 to 500	12
500 to 600	14
600 to 700	17
700 to 800	19
800 to 900	22
Over 900	25

- 6.11.7.5. Remedial work will also be required if a depression results in standing water wider than 500 mm or exceeding one square metre, two hours after rain has stopped.
- 6.11.7.6. Any edge depression exceeding 10 mm over 100 mm or more of the length of the trench will require remedial work.
- 6.11.7.7. Any open crack wider than 3 mm and longer than 100 mm will require remedial work.

6.12 Manholes and structures for Telecommunications

- 6.12.1 Only brick built manholes (preferred in areas of heavy traffic) or prefabricated GRP manholes will be allowed.
- 6.12.2 Brick manholes shall have walls constructed from NFX bricks using stretcher or Flemish bond and shall be 220/230mm thick.
- 6.12.3 All manhole covers and frames must comply with the relevant SANS specification and shall have a minimum load bearing capacity of 400kN.
- 6.12.4 Manhole sizes on primary networks may not exceed 900mm external dimension;
- 6.12.5 Manhole sizes on secondary networks may not exceed 600mm external dimension;
- 6.12.6 Boundary chamber sizes on tertiary networks may not exceed 300mm external dimension;
- 6.12.7 All manholes and structures must be accommodated in the space allocated for the trench (1.0m);
- 6.12.8 No above ground structures that could interfere with sight distance will be allowed on splays or within 25m of a splay;
- 6.12.9 No above ground structures will be allowed in pedestrian access ways or at pedestrian crossings;
- 6.12.10 No above or underground structures will be allowed at intersections and universal access positions to ensure unimpeded travel for handicapped persons. This will generally imply that manhole positions must be a minimum of 10.0 m from intersections and access points and positions of manholes must allow sufficient space for handicapped persons and wheelchairs to utilize the sidewalks;
- 6.12.11 The minimum permissible spacing for manholes shall be 45.0m c/c after all Network Licensees have installed their infrastructure and a maximum of 2 manholes at any given position will be allowed. Therefore, the design must consider existing and future Network Licensee's;
- 6.12.12 All manhole/boundary chamber covers must bear the name of the company in embossed letters to clearly define the different service provider's infrastructure.

6.13 Boundary Boxes for Telecommunications

- 6.13.1 Boundary boxes must be robust and durable and may not exceed 300mm in dimension;
- 6.13.2 The new boundary box must be placed next to the existing Telkom AJB (Manhole);
- 6.13.3 Only one boundary box per 2 erven will be allowed for house connections. Where a second network provider services the same property a maximum of 2 boundary boxes per position will be allowed;
- 6.13.4 Boundary boxes for house connections may be placed in the road reserve verge but shall not be further than 200mm from the erf boundary. Boundary boxes may be mounted on walls with the permission of the property owner.

TABLE 5: FOOTWAYS (SIDEWALKS) AND CARRIAGEWAY AND PEDESTRIAN ACCESS CROSSINGS: PAVEMENT STRUCTURES

TYPE OF PAVEMENT STRUCTURE	A7/2	A6/2	A5/2	A4/2	A7/1	A6/1	A5/1	A4/1	
TYPE OF SURFACE	BITUMINOUS PREMIX (ASPHALT)				CLAY BRICK OR CONCRETE BLOCK				
TYPE OF CROSSING	FOOTWAYS AND PEDESTRIAN CROSSINGS	CARRIAGEWAY CROSSING			FOOTWAYS AND PEDESTRIAN CROSSINGS	CARRIAGEWAY CROSSING			
DUTY OF CROSSING		LIGHT	HEAVY	EXTRA HEAVY		LIGHT	HEAVY	EXTRA HEAVY	
USAGE OF CROSSING	Pedestrian only	Single residential	Flats church, School, etc.	Warehouse, Factory, Loading area, Service Station	Pedestrian only	Single residential	Flats church, School, etc.	Warehouse, Factory, Loading area, Service Station	
TYPE OF EDGING	Brick stretcher on edge or 150 x 75 mm precast concrete (side and boundary edging)			250 x 100 mm precast concrete	Brick stretcher on edge or 150 x 75 mm precast concrete (side and boundary edging)			250 x 100 mm precast concrete	
THICKNESS OF	Premix Bricks Blocks	25 mm	25 mm	40 mm	50 mm	73 mm 80 mm	73 mm 80 mm	73 mm 80 mm	73 mm 80 mm
SAND BED THICKNESS (Uncompacted)	Nil	Nil	Nil	Nil	25 mm	25 mm	25 mm	25 mm	
THICKNESS OF GRAVEL COMPACTED	Subbase (G5*) Base (G2*)	100 mm	100 mm	150 mm	250 mm	100 mm	100 mm	100 mm	200 mm
OVERALL DEPTH OF COMPACTED LAYERS AND OF EXCAVATION	Premix Bricks Blocks	125 mm	125 mm	190 mm	300 mm	198 mm 205 mm	198 mm 205 mm	200 mm 205 mm	300 mm 305 mm
ADDITIONAL EXCAVATION WHERE CLAYEY MATERIAL IS ENCOUNTERED		0 mm	150 mm	150 mm	200 mm	0 mm	150 mm	150 mm	200 mm
COMPACTION OF PAVEMENT LAYERS	Subbase Base	95%	95%	95%	98%	95%	95%	95%	98%

* The standard for Subbase (G5) and Base (G2) shall be in accordance with SABS 1200 M.

** 100% for sand.

TABLE 6: FOOTWAYS (SIDEWALKS) AND CARRIAGEWAY AND PEDESTRIAN ACCESS CROSSINGS: BACKFILL TYPES

BACKFILL TYPE	TYPE B3	TYPE B2			TYPE B3	TYPE B2		
TYPE OF SURFACE	BITUMINOUS PREMIX (ASPHALT)				CLAY BRICK OR CONCRETE BLOCK			
TYPE OF CROSSING	FOOTWAYS AND PEDESTRIAN CROSSINGS	CARRIAGEWAY CROSSING			FOOTWAYS AND PEDESTRIAN CROSSINGS	CARRIAGEWAY CROSSING		
DUTY OF CROSSING		LIGHT	HEAVY	EXTRA HEAVY		LIGHT	HEAVY	EXTRA HEAVY
USAGE OF CROSSING	Pedestrian only	Single residential	Flats Church, School, etc.	Warehouse, Factory, Loading area, Service Station	Pedestrian only	Single residential	Flats Church, School, etc.	Warehouse, Factory, Loading area, Service Station
COMPACTION OF BACKFILL	In situ material or G9 quality material if imported. Compaction 100% for sand or 90% or same as surrounding material (whichever is greater) for other materials.	In situ material at least G9 quality or G7 quality if imported. Compaction 95% or 100% for sand			In situ material or G9 quality material if imported. Compaction 100% for sand or 90% or same as surrounding material (whichever is greater) for other materials.	In situ material at least G9 quality or G7 quality if imported. Compaction 95% or 100% for sand		

DCP Test Result Sheet

SITE: _____ **Wayleave Number** _____
DATE: _____ **Town/Street Name** _____

	SPECIFICATION:	One drop < 20mm penetration	One drop < 14mm penetration	One drop < 6mm penetration	One drop < 4mm penetration	
Position	Area	Layer 4 - Insitu Material	Layer 4 - Insitu Material	Layer 3 Sub-Base	Layer 2 - Base	Approved / Signed Off

ADDITIONAL TESTS REQUIRED:

1. Provide Grading, Indicator and CBR data sheets compared to the relevant specification on all layerworks.
2. Provide Nuclear Density Report sheets compared to the relevant specification of the Asphalt, Base and Subbase on request.
3. Provide Density of Asphalt Core data sheets compared to the relevant specification on request.



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DCP Test Result Sheet

SITE: _____ Wayleave Number _____
DATE: _____ Town/Street Name _____

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APPENDIX D: OCCUPATIONAL HEALTH & SAFETY SPECIFICATION FOR CONSTRUCTION WORKS CONTRACTS

Contents

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Occupational health and safety specification for construction work contracts

1 Scope

This specification establishes general requirements to enable the employer and the contractor to satisfy to Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2003.

The Construction Regulations, 2003, require an Employer to stop any Contractor from executing construction work which is not in accordance with the Contractor's health and safety plan for the site or which poses to be a threat to the health and safety of persons.

This specification established generic health and safety requirements site specification requirements for health and safety are stated in the scope of work associated with a contract.

2 Definitions

Act: The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

Competent person: any person having the knowledge, training and experience specific to the work or task being performed

Employers Health and Safety Agent: the person appointed as agent by the Employer in terms of Regulation 4(5) of the Construction regulations and named in the contract data as the being the employer's agent responsible for health and safety matters

Ergonomics: the application of scientific information concerning humans to the design of objects, systems and environment for human use in order to optimise human well-being and overall system performance

Hazard: a source of exposure to danger

Hazard identification: the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.

Health and safety plan: a documented plan which addresses hazards identification and includes safe work procedures to mitigate, reduce or control the hazard identified

Healthy: free from illness or injury attributable to occupational causes

Incident: an event or occurrence occurring at work or arising out of or in connection with the activities of persons at work, or in connection with the use of plant or machinery, in which, or in consequence of which:

- a) Any persons that dies, become unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or to continue with the activity for which he was employed or is usually employed:
- b) A major incident occurred; or
- c) The health or safety of any person was endangered and where:
 - i. A dangerous substance was spilled;
 - ii. The uncontrolled release of any substance under pressure took place;
 - iii. Machinery or any part thereof fractured or failed resulting in flying, falling or uncontrolled moving objects, or machinery ran out of control

Inspector: a person designated as such under section 28 of the Act

Major Incident: an occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at workplace

Reasonable practicable: practicable having regard to:

- a) The severity and scope of hazards or risk identified
- b) The state of knowledge reasonable available concerning that hazard or risk and of any means removing or mitigating that hazards or risk;
- c) The availability and sustainability of means to remove or mitigate that hazard or risk; and
- d) The cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom;

Registered person: a person registered in terms of the Electrical Installation Regulations

Risk: The probability that injury may or damage will occur

Safe: free from any hazard

Scaffold: any temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both.

Structure

- a) Any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, batching plants, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- b) Any framework, false work, scaffold or other structure designed or used to provide support or means of access during construction work; or
- c) Any fixed plant in respect of work which includes the installation, commissioning, decommissioning or dismantling and where any such work involves a risk of a person falling tow metres or more.

Substance: any solid, liquid, vapour, gas or aerosol, or combination thereof

Suitable: capable of fulfilling or having fulfilled the intended function or fit for its intended purpose

Workplace: any premises or place where a person performs work in the course of his employment

3 Requirements

3.1 General Requirements

The contractor shall:

- a) Create and maintain a safe and healthy work environment,
- b) Execute the works in a manner that complies with all the requirements of the Act and all its associated regulations, and in so doing, minimize the risk of incidents occurring; and
- c) Respond to the notices issued by the Employer's Health and Safety Agent as follows:
 - 1) Improvement Notice: improve health and safety performance over time so that repeat notices are not issued;
 - 2) Contravention Notice: rectify contravention as soon as possible;
 - 3) Prohibition Notice: terminate affected activities with immediate effect and only recommence activities when it is safe to do so.

3.2 Administration

3.2.1 Notification of Intention to commence construction work

3.2.1.1 The Contractor shall notify the Provincial Director of Labour in writing using a form similar to that contained in Annexure A of the Construction Regulations issued in terms of the Act before construction work commences and retain a copy of such notification in the health and safety file where such work:

- a) Involves the demolition of a structure exceeding a height of 3m;
- b) Involves the use of explosives to perform construction work;
- c) Involve the dismantling of fixed plant at height greater than 3m;
- d) Exceed 30 days or will involve more than 300 person days of construction work; and includes:
 - i. Excavation work deeper than 1m; or
 - ii. Working at height greater than 3m above ground or a landing.

3.2.1.2 The Contractor shall ensure that no work commences on an electrical installation which requires a new supply or an increase in electricity supply before the person who supplies or contracts or agrees to supply electricity to that electrical installation has been notified of such work.

3.2.1.3 The Contractor shall ensure that no asbestos work is carried out before the Provincial Director of the Department of Labour has been notified in writing.

3.2.2 Copy of the Act

The contractor shall ensure that a copy of the Act and relevant regulations is available on site for inspection by any person engaged in any activity on site.

3.2.3 Good standing with the compensation fund or any licensed compensation insurer

The Contractor shall before commencing with any works on site provide the Employer's Health and Safety Representative with a proof of good standing with the compensation fund or with a licensed compensation insurer.

3.2.4 Emergency Procedures

3.2.4.1 The Contractor shall submit for acceptance to the Employer's Health and Safety Agent an emergency procedure which include but not limited to fire, spills, accidents to employees, exposure to hazardous substances, which:

- a) Identifies the key personnel who are to be notified of any emergency
- b) Sets out details including contact particulars of available emergency services: and
- c) The sections or steps which are to be taken during emergency.

3.2.4.2 The Contractor shall within 24 hours of an emergency taking place notify the Employer's Health and Safety Agent in writing of the emergency and briefly outline what happened and how it was dealt with.

3.2.5 Health and safety file

3.2.5.1 The Contractor shall maintain on site a health and safety file which contains copies of the following:

a) Documents required prior to commencing with physical construction activities

- 1) The Contractor's health and safety policy, signed by the Chief Executive Officer, which outline the Contractor's objectives and how the will be achieving and implemented by the Contractor;

- 2) The notification made to the Provincial Director of Labour, and if relevant, the notification of the person who supplies or contracts or agree to supply electricity to that electrical installation;
- 3) The letter of appointment as relevant, of the construction supervisor for the site in respect of construction works covered by the Construction Regulations and the registered person responsible for electrical installation covered by the Electrical Installation Regulations;
- 4) A copy of the certificate of registration of the registered person responsible for the electrical installation covered by the Electrical Installation Regulations;
- 5) The approval of the design of the part of an electrical installation which has a voltage in excess of 1 KV by a person deemed competent in terms of the Electrical Installation Regulations;
- 6) Proof of registration of the electrical contractor who undertakes the electrical installation in terms of the Electrical Installations Regulations;
- 7) The preliminary hazards identification undertaken by a competent person;
- 8) The organogram which outlines the roles and responsibilities of the construction supervisor's assistants and safety officers; and
- 9) The contractor's health and safety plan;
- 10) The emergency procedures;
- 11) The procedure for the replacement of lost, stolen, worn or damage personal protective clothing and
- 12) Proof of the contractors if is registered and in good standing with the compensations fund or with a licensed insurer;

4 Appointments and Competent persons

4.1 The Contractor shall appoint in writing competent persons to supervise, operate or inspect, as relevant, any of the following;

- Assigning of Duties (16.2) by CEO
- Designation of Construction Work Supervisor (6.1)
- Subordinate Construction Supervisor (6.2)
- Health & Safety Representative(s)
- First Aider Appointment
- Incident Investigator
- Risk assessment co-ordinator
- Emergency Plan Coordinator
- Appointment of SHE Officer
- Excavation Supervisor
- Lifting Equipment Inspector
- Lifting Equipment Operator
- Batch Plant Inspector
- Mobile Plant Operator

- Hand Tools Inspector
- Fire Equipment Inspector
- Stacking and storage Inspector
- Concrete Mixer Operator
- Portable Electrical Tools Inspector
- Hazardous Chemical Substances Assessor
- Traffic Accommodation Officer
- Health and Safety Committee Members
- Stacking and Storage Supervisor
- Welding/Flame cutting Equipment Inspector
- Ladder Inspector
- Formwork and Support Work Supervisor
- Formwork and Support Work Inspector
- Scaffold Supervisor
- Scaffold Inspector
- Radiation Equipment Inspector (Troxler)

5. Employer's health and safety agent

The Employer's Health and Safety Agent shall:

- a. Audit the Contractors compliance with the requirements of this specification prior to the commencement of any physical construction activities on the site;
- b. Accept or reject all safety plans, giving reasons for rejecting such plans;
- c. Monitor the effective implementation of all safety plans;
- d. Conduct periodic and random audits on the health and safety file to establish compliance with the requirements of this specification;
- e. Visits the site at regular intervals to conduct site inspections, and based upon such visits issue, wherever necessary, Improvement Notices, Contravention Notices and Prohibition Notices.

6. Risk Assessment

The Contractor shall before the commencement of any work on site and during construction work, cause a risk assessment to be performed by a competent person appointed in writing. Such assessment shall as a minimum:

- Identify the risks and hazards to which persons may be exposed to;
- Analyse and evaluate the identified risks and hazards;
- Document a plan of safe work procedures, including the use of any personal protective equipment or clothing and the undertaking of periodic "toolbox talks" or inductions before undertaking hazardous work, to mitigate, reduce or control the risks and hazards that have been identified;
- Provide a monitoring plan; and
- Provide a review plan.

Note: A risk assessment is an important step in protecting workers as well as complying with the law. It helps to focus on the risks that really matter in a particular workplace – the ones with the potential to cause real harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures. The following four steps are recommended:

- 1) **Identify the hazards**
- 2) **Identify who may be harmed and how**

3) Evaluate the risks and decide on precautions

4) Record the findings

- i. The Contractor shall ensure that as far as is reasonable practicable, ergonomic related hazards are analysed, evaluated and addressed in the risk assessment.
- ii. Notwithstanding the provisions of the fall protection plan, the Contractor shall ensure that:
 - a) All unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced, or barricaded or that similar means are used to safeguard any person from falling through such opening;
 - b) No person works in an elevated position, unless that work is performed safely by working from a scaffold or ladder;
 - c) Notice are conspicuously placed at all openings where possibility exists that a person might fall through such opening;
 - d) Fall prevention and fall arrest equipment is suitable and sufficient strength for the purpose and securely attached.

7. Health and safety plans

The Contractor shall prior to commencing the works to which this specification applies, submit to the Employer's Health and Safety Agent for approval a suitable and sufficiently documented health and safety plan, based on this specification and the risk assessment that is conducted.



FORM 1: WAYLEAVE APPLICATION FORM

Application is hereby made by the undersigned to do work in the road reserve as detailed below. The applicant undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE ROAD RESERVE.

No work may commence before a wayleave is issued in respect thereof.

APPLICANT

AGENCY/DEPARTMENT/PRIVATE: _____

CONTACT PERSON: _____ CONTACT TEL: _____

CONTACT CELL: _____ E-mail: _____

CONSULTING ENGINEERS: _____

CONTRACTOR: _____ PROJECT NO: _____

REINSTATEMENT ORDER NO: _____

PROVISIONAL DATES

STARTING DATE: _____ COMPLETION DATE: _____

DRAWING NUMBER: _____

LOCATION OF WORK (give full details)

SUBURB: _____ STREET NAME: _____

STREET (FROM): _____ STREET (TO): _____

ERF NO'S: _____

HOUSE NO'S: _____

EXCAVATION DETAILS:

LENGTH OF EXCAVATION: RIDING SURFACE _____ m²: KERBS m² _____

ASPHALT FOOTWAY: _____m² INTERNAL BLOCK _____m²:

UNPAVED FOOTWAYS _____m²

THE FOLLOWING AGENCIES ARE AWARE THAT THE APPLICANT WILL BE WORKING WITHIN THE VICINITY OF THEIR SERVICES, HAVE GIVEN THE APPLICANT THEIR CONDITIONS FOR WORKING WITHIN THE VICINITY OF THEIR SERVICES AND THEREFORE HAVE NO OBJECTION TO APPLICANT APPLYING FOR A WAYLEAVE.

AGENCY	REMARKS/SIGNATURE /DATE
ELECTRICAL	
WATER AND SANITATION	
STREETS AND STORMWATER	
PARKS	
TOWN PLANNING	
ESKOM	
TELKOM	
OTHER	

WAYLEAVE CONTROL OFFICER (office use):

RECOMMENDED:

YES	NO	WAYLEAVE NO:	
-----	----	--------------	--

SIGNATURE

NAME OF OFFICIAL

DATE RECEIVED

FORM 1.1 UNDERTAKING/INDEMNITY:



FORM 1.1: UNDERTAKING / INDEMNITY:

I, the undersigned hereby,

- acknowledge the receipt of the forms containing the procedures and conditions pertaining to wayleave applications and understand that it will be my responsibility to contact the relevant service agencies within and outside the area of jurisdiction of Witzenberg Municipality, undertake to adhere to the conditions not applicable to this Department, e.g. TELKOM, ESKOM, etc.
- Undertake to furnish the relevant service agencies with all necessary application forms and information obtained as a result of this application, in order to obtain final wayleave approval and permission to work within the road reserve,
 - Acknowledge that service information is given in good faith and that the accuracy of this information is not guaranteed.
 - Guarantee all backfilling and permanent reinstatement work done by Contractor, for a period of 12 months that will start 14 days after the work is signed off as completed by the Superintendent: Streets and Stormwater.
 - Accepts responsibility for all costs associated with the work, including any damage to other services, backfilling and reinstatements of trenches, the cost of any tests that may be required and any claims that may result from the work done by the Contractor until the work is taken over by the Municipality and the permanent reinstatement is completed.
 - Accept the terms and conditions of the aforesaid Code of Practice for Work in the Road Reserve.

SIGNATURE OF APPLICANT

NAME OF APPLICANT

DATE

FORM 1.2: CERTIFICATE OF INSPECTION AND
COMPLETION:

FORM 1.2: CERTIFICATE OF INSPECTION AND COMPLETION

WAYLEAVE NO: _____

COMPLETION NOTICE

The Wayleave Control office is hereby informed that:

☐ The work done in terms of the above wayleave has been completed according to the conditions as prescribed in the wayleave.

AND

☐ The permanent reinstatement has been done in accordance with the specifications in the Code of Practice for work in the Road Reserve.

NAME: _____
WAYLEAVE HOLDER

SIGNED: _____

DATE

CERTIFICATE OF COMPLETION

The Superintendent: Streets and Stormwater must sign this form. The signature is just for administrative control and by no means implies that the work has been done according to the specifications and conditions of the wayleave. The onus and responsibility of ensuring that the service has been correctly installed, is that of the applicant.

It is hereby certified that the site of the work carried out in terms of the above wayleave was inspected on the above date and that:

- The work has been completed; and
- The site has been cleared and cleaned; and
- The wayleave holder did the permanent reinstatement and the 12 month guarantee period commences from date.

OR

- The wayleave holder did a temporary reinstatement. A Departmental Work order was received from the wayleave holder.

SITE INSPECTIONS

REMARKS: _____

DEPARTMENTAL WORK ORDER No. (if applicable): _____

The Superintendent: Streets and Stormwater was present when the DCP, nucleonic and core tests were done (see site inspection remarks).

NAME: _____
SUPERINTENDENT:
STREETS AND STORMWATER

SIGNED: _____

DATE

MEMORANDUM

To: Director: Technical Services
Technical Committee

From: Senior Manager: Electrotechnical Services

Date: 2019/11/15

Ref: 16/3/4/1

APPLICATION TO INSTALL SOLAR PANELS – DE KEUR SCHOONVLEI & T PRINS

Purpose

To obtain a resolution from Council with the respect to an application for the installation of solar panels at De Keur, Schoonvlei and Tommie Prins, farm Uitzicht.

Current Council Resolution

The current Council approved policy for the “Approval of Energy Plan (Small Scale Embedded Generation)” (16/3/P – 31 October 2018) states that: -

- (h) *that once the total sum of approved Renewable Energy applications reaches 15 % of the municipality’s Eskom approved notified maximum demand for each town, no further applications will be considered without the approval of Council.*

Currently in Ceres the mentioned 15% limit has been reached and all future applications cannot be permitted without Council approval. The current status of Ceres applications is as indicated below: -

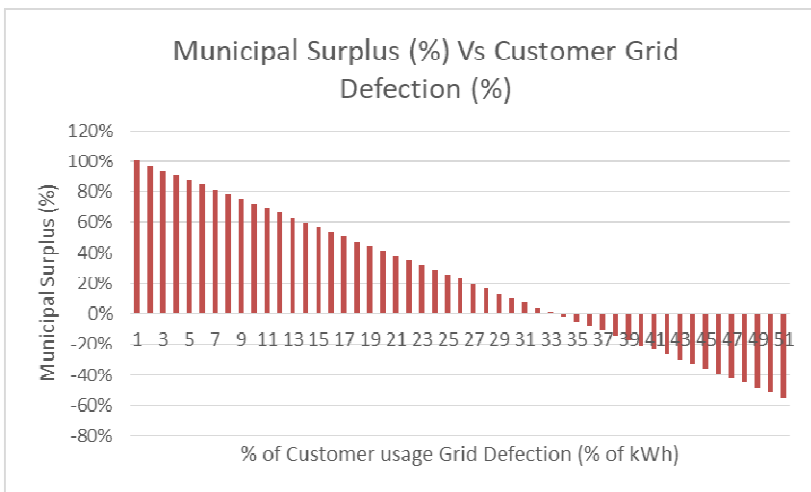
INSTALLED SSEG - WITZENBERG					
Date	Town	Applicant Name	Status	SSEG kwp installed	Installer details
18 - 2 - 2016	Ceres	OAST Farming (Loxtonia)	Installed	100	van Wyk Elektries, Malmesbury
02 - 11 - 2017	Ceres	De Keur	Installed	70	African Technical Innovations, Ceres
2-12-2017	Ceres	Bloubos Gat - Nico Bester	Installed	25	African Technical Innovations, Ceres
27 - 1 - 2017	Ceres	CFP	Installed	100	African Technical Innovations, Ceres
3 - 2 - 2016	Ceres	CCS	Installed	400	African Technical Innovations, Ceres
20 - 4 - 2018	Ceres	Boland Stud - Eugene Freeman	Installed	25	African Technical Innovations, Ceres
25 - 7 - 2017	Ceres	Netcare	Installed	50	Energyneering, Midrand
Oct-13	Ceres	CFG	Installed	986	African Technical Innovations, Ceres
Jan-13	Ceres	CCS	Installed	508	African Technical Innovations, Ceres
Des 2012	Ceres	Kobus Engelbrecht	Installed	10	African Technical Innovations, Ceres
Mrt 2013	Ceres	Francis Matthee	Installed	5	African Technical Innovations, Ceres
Aug-15	Ceres	Anton reinecke	Installed	3	African Technical Innovations, Ceres
Sep-12	Ceres	Pieter du Doit	Installed	17	African Technical Innovations, Ceres
Mar-18	Ceres	Elrio	Installed	179	Energy
Sep-12	Ezelfontein	Steven Versveld	Installed	17	African Technical Innovations, Ceres
20-Sep-18	Ceres	De Keur	Approved	75	African Technical Innovations, Ceres
05-Dec-18	Ceres	De Keur Sentrum (PhP)	Approved	280	RenEnergy
Jun-17	Ceres	Bella Frutta	Approved	200	African Technical Innovations, Ceres
20 - 12 - 2018	Ceres	CFP	Installed (19 Feb 2019)	500	RenEnergy
Jan-19	Ceres	CFG	No Application to date / NERSA process	1500	Unknown
May-19	Ceres	du Toit vrugte	Installed (12 Nov 2019)	550	Energy partners
September	Ceres	Vadersgawe - Ian Versveld	Council approved - 30 October 2019	223,65	New Southern Energy
Nov-19	Ceres	De Keur, Schoonvlei (CA Rooms)	Item to Council	75	African Technical Innovations, Ceres
Nov-19	Ceres	Tommie Prins, Uitzicht Farm	Item to Council	50	African Technical Innovations, Ceres

Of the 5600 kWp permitted, 3545 kWp has been installed, 2055 kWp has been approved, but not yet commissioned. This is due to the installation either being in process or as in the case of CFG, pending NERSA approval because their application is larger than 1 MWp.

An application for 75 kWp has been received from De Keur (Schoonvlei) to be used for a controlled atmosphere cold room as well as an application from Tommie Prins for 50 kWp to be used for an existing pump. In terms of the above resolution this can only be approved with a Council decision.

Both applications are related to the seasonal farming cycle which implies that during off season the cold rooms and pumps are rarely used. As a condition to approval, all excess energy generated will then be fed back into the grid to the advantage of the Municipality.

Grid Defection is a major threat to Municipalities as Consumers seek cheaper alternatives to power. Grid Defection occurs when a consumer not only installs SSEG, but batteries for storing energy as well. This allows him to go 'off grid', thereby depriving the Municipality of all electrical income. It is pertinent to note the undermentioned graph which indicates the importance of allowing consumers to not only install SSEG, but also allow feedback into the network at a reasonable REFIT tariff.



The graph indicates that the municipal surplus will reduce at an alarming rate as Grid Defection increases.

Grid defection will increase as the electricity tariffs increase.

The Municipality cannot stop this without managing the situation.

This is what would happen if the Municipality effectively 'does nothing'. Consumers could potentially install systems of panels AND batteries and become self-sufficient. There is nothing legally that the Municipality can do if consumers move totally off-grid. The model shows that at 30% grid defection the Municipality will no longer receive a surplus from the income of electricity. This is not practical and it is clear that this scenario must be avoided at all costs.

Recommendation

- a) That Council notes the report of the Electrical Manager regarding the De Keur Schoonvlei and Tommie Prins, farm Uitzicht, applications to install SSEG plants.
- b) That Council approves the De Keur application for the installation of 75 kWp solar panels and the 50 kwp application for Tommie Prins, farm Uitzicht.
- c) That a condition of approval will be that all excess energy generated must be fed back into the Municipal network free of charge until such time that a Refit tariff is implemented by the Municipality.

Kind Regards

Pierre van den Heever
Senior Manager Electrotechnical Services

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Director Technical Services, Municipal Manager, Committee for Technical Services
VAN / FROM: Senior Manager: Streets and Storm water
DATUM / DATE: 11 February 2020
VERW. / REF.: 17/07/4/2/

APPROVAL FOR PERMANENTLY CHANGING PHILLIP STREET, FROM VAN RIEBEECK STREET TO OWEN STREET, INTO A ONE WAY STREET, CERES

Background

The attached Trim file with reference no. 17/07/4/2/235 titled COMMUNITY SERVICES - Community safe guarding and Protection - Traffic control - Parking areas, loading zones and pavements - FW: Phillip Street congestion, refers.

The Senior Traffic Officer, Mr G Knipe, Witzenberg Municipality Traffic Services has raised concern regarding traffic congestion in the morning, when school starts, and in the afternoon, when school closes, outside Gericke Primary in Phillip Street.

The congestion is caused by vehicles parking on the south side of the roadway and totally blocking the westbound lane forcing motorist to travel in the opposite lane towards oncoming traffic.

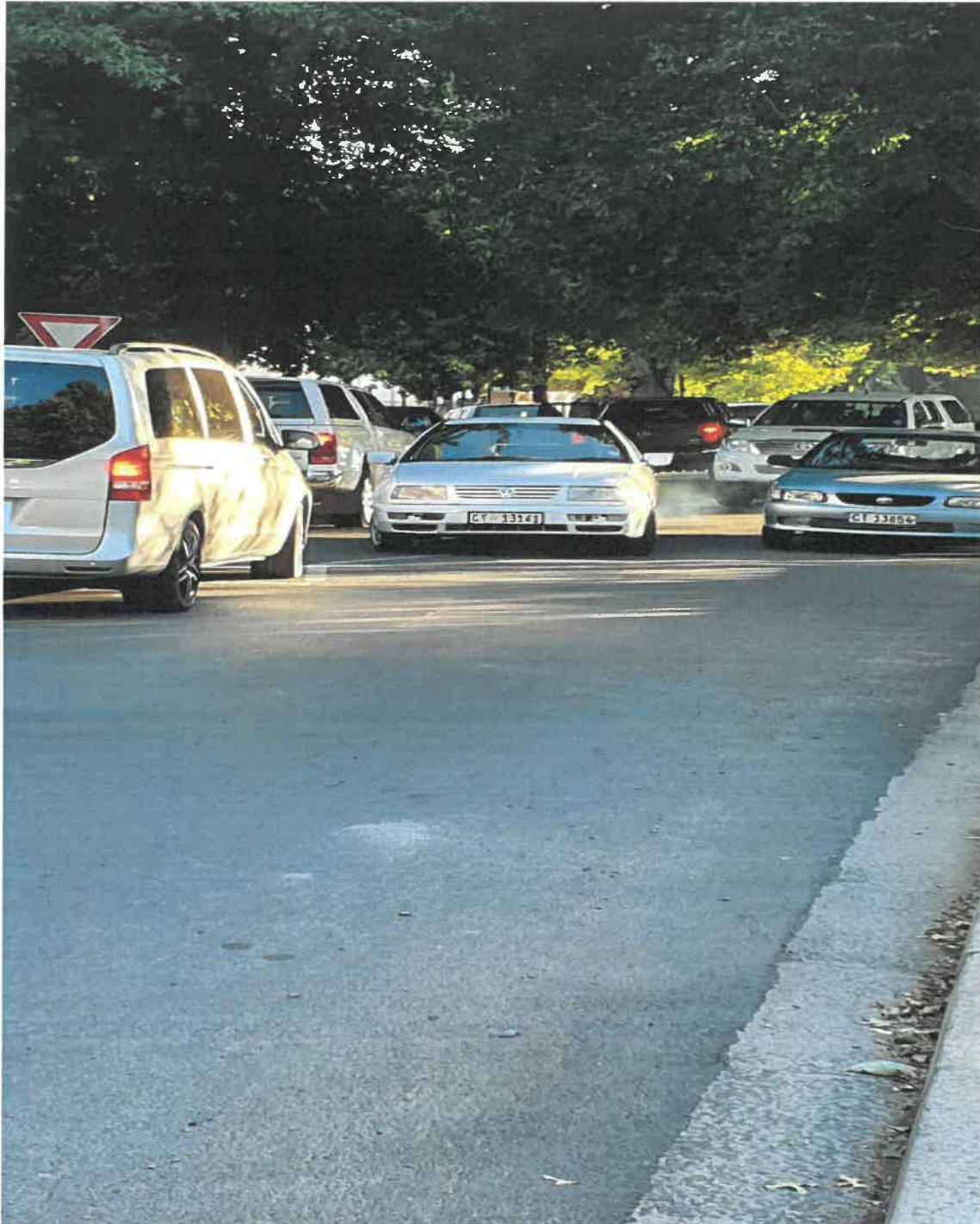
Geometric

Phillip Street, from Van Riebeeck Street to Owen Street, is a two way, Class 5 residential street. Due to the street being adjacent to the school, the street operates as a Class 4 local bus route, taking in account the trip generation volumes. The portion of road is 200m in length and has a road reserve width of 18 m. The travel way is 6.8 m with a 1.5 m paved sidewalk on the southern side. The northern side of the road is being utilized for informal angled parking, 4 m in width, and a 1.5 m sidewalk adjacent to the erf boundary.





The roadway width of 6.8 m is sufficient for vehicles traveling in opposite directions. Traffic problems, however, occur when vehicles are parking on the southern side of the road off-loading and waiting for scholars. If vehicles are parking on the southern side of the roadway, it results in insufficient width, of 4.3 m for two-way traffic.



Argument

According to Urban Transport Guidelines (UTG7) the minimum required roadway width for this type of road, a local distributor or local bus route must at least be 6.8 m.

Taking in account significant traffic volumes and the fact that vehicles are parking on the southern side of the road during peak hours, resulting in an insufficient roadway width of 4.3 m, the following is recommended:

- Change Phillip Street, from Van Riebeeck Street to Owen Street in Ceres, to a one-way street in an easterly direction. Refer to attached map indicating traffic flow.

- An easterly direction is preferred to distribute departing vehicles from the school to the Voortrekker/Owen Street signalized intersection.
- Provide formal parallel parking bays on the southern side of the road.
- Place the required road signs and signage for one way streets according to the South African Traffic Signs Manual.

In accordance with Provincial Gazette for Western Cape No. 6307, 14 Oct 2005, Witzenberg Municipality: Bylaw Relating to Streets.

Section 35 (1) *The municipality may permanently close or divert any street or public place or part thereof or restrict access to any street or public place;*

(2) *When the municipality decides to act in terms of subsection (1), it shall give notice of such intention in terms of its communication policy, in the absence of such policy the municipality shall give notice of its intention in the local newspaper in at least two official languages;*

(3) *Any objection against the intended action must be delivered in writing to the municipal manger within 30 days from the date of notification in terms of subsection (2) for submission to Council or a committee or person who has delegated powers to decide upon it.*

Recommendation

- *Change Phillip Street, from Van Riebeeck Street to Owen Street in Ceres, to a one-way street in an easterly direction.*
- *An easterly direction is preferred to distribute departing vehicles from the school to the Voortrekker/Owen Street, Ceres signalized intersection.*
- *Provide formal parallel parking bays on the southern side of the road.*
- *Place the required road signs and signage for one way streets according to the South African Traffic Signs Manual.*
- *In accordance with Provincial Gazette for Western Cape No. 6307, 14 Oct 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35 (2) give notice of such intention in the local newspaper in at least two official languages;*
- *In accordance with Provincial Gazette for Western Cape No. 6307, 14 Oct 2005, Witzenberg Municipality: Bylaw Relating to Streets, Section 35 (3) Any objection against the intended action must be delivered in writing to the municipal manger within 30 days from the date of notification for submission to Council to decide upon it.*



E. LINTNAAR
SENIOR MANAGER: STREETS AND STORMWATER

Proposal One-way Philip Street, Ceres, from Van Riebeck Street to Owen Street, westerly direction



WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

TO : Committee for Technical Services
FROM : The Manager: Town Planning and Building Control
DATE : 6 July 2020
TRIM : 15/4/P

ZONING SCHEME BY-LAW

REF: 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 held on 29 July 2019.

The following documents are attached:

- (a) Public Notice dated 22 November 2019, attached as **Annexure A**.
- (b) Minister comment & response attached as Annexure **B**.
- (c) Final By-Law and zoning maps attached as **Annexure C**.

BACKGROUND

The Council unanimously resolved on 31 July 2019 that:

UNANIMOUSLY RESOLVED

- (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.*

DELIBERATION

The By-law was advertised in the Herald and public notice boards as per Council's decision (refer **Annexure A**). No comments or objections were received from the public.

Pursuant to section 27 of the Western Cape Land Use Planning Act 2014 the draft Zoning Scheme was also submitted for comment to the Ministry for Local Government, Environmental Affairs and Development Planning. The Ministries comment and municipal response is attached as **Annexure B**.

The final By-Law and zoning maps is attached as **Annexure C**.

RECOMMENDATION

It is recommended to Council:

that the **WITZENBERG ZONING SCHEME BY-LAW** and zoning maps set out in Annexure C be adopted in terms of section 24 of the Spatial Planning and Land Use Management Act (Act 16 of 2013), section 22 of the Western Cape Land Use Planning Act (Act 3 of 2014) and section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

ANNEXURE A

DRAFT INTEGRATED ZONING SCHEME BY-LAW: INVITATION FOR PUBLIC COMMENT

Notice is hereby given of the Witzenberg Municipality's intention to introduce a new Integrated Zoning Scheme By-Law in terms of Section 21 of the Local Government: Municipal Systems Act (Act 32 of 2000) and thereby give effect to the provisions of Article 43(1)(h) of the Western Cape Land Use Planning Act (Act 3 of 2014) ("The Act"). It is the objective of the Witzenberg Municipality to revoke the current Zoning Schemes in terms of Section 7 (2) and 8 of the Land Use Planning Ordinance, 1985 (No. 15 of 1985) and replacing it with a revised and Integrated Municipal Zoning Scheme By-Law.

A zoning scheme is a legal document which sets development rules to control land use and development of immovable properties. The IZS will control land usage on individual properties (such as properties zoned for single residential, business or industrial purposes) and stipulate development rules (such as building lines, site coverage, building height etc.) applicable to properties zoned for such purposes. A zoning scheme must provide for the following:

- Document detailing the development Parameters applicable to each zone;
- A register of zonings for each property;
- A zoning map.

The Integrated Zoning Scheme By-Law will replace the following existing zoning schemes in the Witzenberg Municipal area, namely:

Scheme name / Area of jurisdiction:	Legislation governing Scheme Regulations:
Ceres & Bella Vista	Section 7(2) of Ordinance 15 of 1985
Nduli	Town Planning Conditions of Nduli i.t.o Section 36(1)(a) of Act 4 of 1984
Wolseley, Tulbagh, Prince Alfred Hamlet, Op-die-Berg (dorp) & rural areas (farms / Karoo)	Section 8 of Ordinance 15 of 1985

To view the proposed By-Law, register and the associated maps please visit your nearest library in the following towns:

- Ceres
- Nduli
- Bella Vista
- Wolseley
- Tulbagh
- Prince Alfred Hamlet
- Op-die-Berg

The document and maps is also available to download from the Witzenberg Municipality's website at <http://www.witzenberg.gov.za/resource-category/policies-and-laws>

Any comments regarding the proposed Integrated Zoning Scheme should be in writing and addressed to the Witzenberg Municipality, Mr. Hennie Taljaard by the following means:

E-mail: htaljaard@witzenberg.gov.za

Post: P.O. Box 44, Ceres, 6835

Hand: Technical Services, 53 Voortrekker Street, Ceres, 6835

Reference No. 15/4/P should be used in all correspondence.

Closing date for comments: 10 January 2020.

CONTACT PERSON: HENNIE TALJAARD

☎ (023) 316-8554 or

htaljaard@witzenberg.gov.za



ANNEXURE B

Section	Content	Minister Comment / recommendation	Municipal Town Planner's comment
8(7)	Deleted	<p>Section 8(7) was specifically inserted to ensure that the process of rectifying an error on a zoning map follows due process. The zoning map is approved by Council and the only way to amend this Council decision is by way of a By-law process or another Council decision.</p> <p>It is also important to ensure that a public participation process is followed.</p>	<p>A section to this effect is already included in the Land use Planning By-Law.</p>
Schedule 1 Use Zone Table	Rural Residential Zone I	<p>The provision of this zoning serves little purpose, as there is no difference between the parameters in this zone and in Residential Zone I.</p> <p>If the Municipality intends to allow single residential units in the rural area, you might as well use the correct zoning. The Zoning Scheme By-law does not have a true agri-village zoning.</p>	<p>The zone is needed to accommodate existing plots located outside the urban edge such as subdivided dwellings found along railway stations and resort II zoned properties. It specifically needs a separate zoning because they are not urban (i.e. Residential Zone I) and the municipality does not provide services here.</p>
Schedule 1 Use Zone Table	Business Zone V	<p>Given the absence of a clear definition for 'power centre', it is recommended that this sentence be deleted.</p>	<p>Agree - Deleted.</p>
Schedule 2 Land use description	Adult entertainment - deleted	<p>It is noted that adult shop, adult entertainment and adult services have been removed from the definitions and the Land Use Tables.</p>	<p>These uses are catered for under the definition of shop and do not need a specific designation.</p>

		<p>The Department would like to point out that often a definition is required to define a land use, albeit an illegal one. It would be beneficial to the policing and enforcement of land uses in your region if illegal uses can be defined once detected.</p>	
<p>Schedule 2 Land use description</p>	<p>Agricultural industry</p>	<p>As means to reduce the regulatory burden, this Department expressed the view in Circular 0003/2016 (agricultural industry practice notes) that activities such as the packing, storing, cooling, washing and packaging of agricultural products are “directly relate(d) to the main farming activities on the farm” and therefore should be a primary right of a property zoned for “Agriculture I”. Site Development Plans are regarded as an effective management tool to determine the final location and placement of these facilities.</p> <p>Witzenberg Municipality has chosen not to do so and has included these uses under the definition of ‘agricultural industry’.</p> <p>Given the speed at which Witzenberg Municipality processes applications, the Municipality’s decision to deviate from the Standard Draft Zoning Scheme By-law was accepted. The Municipality’s reliance on this infrastructure and facilities for revenue was also highlighted. The Department does, however, request that the</p>	<p>Agricultural industries have a significant land use impact, and due to the number of industries in the municipal area the cumulative impact is noteworthy. Under these circumstances it becomes imperative that the municipality manage these developments. The local authority has not turned down any industry on a farming unit and has found that the application process brings immense benefit to all role-players.</p> <p>As a side note: There is not a strong argument for justifying the establishment of industries on farms. The policy has always been that industries should locate in the urban areas. Arguably the largest farming group in the region (i.e. du Toit) conducts all its packing and cooling activities in town. It is</p>

		<p>processing of agricultural industry applications be monitored.</p> <p>The economy of the Western Cape requires that such economic investment takes place without unnecessary hindrances.</p>	<p>acknowledged that land and services were not always available in Ceres which made it difficult for the local authority to implement the policy. However, the policy remains sound and should be pursued.</p>
Schedule 2 Land use description	Agricultural industry	The term 'urban industry' is not defined and interpretation may differ between readers.	Noted.
Schedule 2 Land use description	Agricultural worker accommodation	Do the ancillary uses cited in the description become primary rights and what does "can" mean?	Yes the ancillary uses will be primary rights. "can" means that the landowner can develop the ancillary uses as a right if he wanted to.
Schedule 2 Land use description	Agriculture	<p>The deletion of 'packing and packaging' in the land use description warrants further discussion.</p> <p>Does this imply that pack stores and cold stores are not included as a primary right under agriculture?</p>	<p>Packing and packaging is not primary agriculture (i.e. production) and is provided for under Agricultural industry.</p>
Schedule 2 Land use description	Agriculture	Not certain that walking trails need to be regulated.	<p>It becomes necessary to specifically list "walking trails" since we find that land owners are inclined to apply for the use as part of tourism related consent applications.</p> <p>The local authority does not wish to regulate the use.</p>
Schedule 2 Land use description	Airport	Spelling	Corrected.

Schedule 2 Land use description	Bed and breakfast establishment	Double dwelling should also be listed here.	Included.
Schedule 2 Land use description	Crèche	It should not be necessary to state this but if it is the intention of the Municipality to emphasise this point here, it could remain. This regulation is in fact true for any parameter of any land use.	There is a particular land use challenge in the area due to the proliferation of the use and hence the point needs emphasizing.
Schedule 2 Land use description	Double dwelling house: (f) Garages, carports and outbuildings	Check the numbering.	Corrected.
Schedule 2 Land use description	Dwelling house: (b) Coverage and building lines	Subsection (iv) cites one of those applications that would normally be a departure, but is actually a permission in terms of the Scheme. The Department has no objection to this, provided the consequences for the By-law are recognised and appropriate delegations have been established.	Noted.
Schedule 2 Land use description	Freestanding base telecommunication station	Subsection (b) cites another permission in terms of the Scheme. Same comment as above.	Noted.
Schedule 2 Land use description	Group Housing (h) Site development plan	If no guidelines are submitted or have been approved, what decision is being referred to here? This sounds more like a building plan approval and not really a zoning scheme or By- law decision. No objection to the principle though.	Some existing housing schemes do not have guidelines or HOA's. The municipality needs to consider proposals in context of the definition of 'group housing" in order to protect the appearance of the housing scheme.
Schedule 2	Group Housing	Normally Municipalities are not	No the municipality is

Land use description	(k) Aesthetics and deviation	bound by the approval of the Owners' Association/Body Corporate. Does this clause oblige the Municipality to only approve Building Plans when such consent has been obtained? In other words, will the Municipality enforce the wishes of the Owners' Association. The Department does not encourage this, but will also not object should the Municipality insist that this regulation be included.	not bound by the HOA. What is asked here is that the HOA interpret their own design guidelines and certify plans for compliance prior to approval by the municipality.
Schedule 2 Land use description	Guest Housing	Often the owner does not reside on the property, but rather a manager or operator. The Department has no objection should the Municipality feels strongly about this regulation, but would suggest the inclusion of manager and/or operator.	Agree. Amended.
Schedule 2 Land use description	House shop	Is it really the intention that a tenant may not operate a house shop?	Yes, it is the direction previously given by Council and included in the House Shop By-Law.
Schedule 2 Land use description	Urban agriculture	The 'development parameters' should be deleted, as done elsewhere in the By-law.	Corrected.
Schedule 3	Conservation Area Overlay Zone	What does the process of such designation entail? Does that entail a rezoning process with public participation?	The overlay zone for Tulbagh is designated with the adoption of the By-Law. Section 3.3.1 amended to read: <i>The Witzenberg Municipality designates the following Conservation area Overlay Zone.</i>

			<i>The area is depicted on the map and the area is recorded in Table B.</i>
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ANNEXURE C

PROVINCIAL NOTICE

WITZENBERG MUNICIPALITY: ZONING SCHEME BY-LAW

P. N. xxx../2020

(insert date 2020)

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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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;

“built environment professional” for purposes of this By-Law means any of the following professions –

- (a) Architectural profession
- (b) Project and construction management profession
- (c) Engineering profession
- (d) Landscape architectural profession
- (e) Urban design profession
- (f) Heritage profession
- (g) Land surveying profession
- (h) Town planning profession

“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;

“Cape Nature” 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;

“consent use”, an alternative land use, provided for in a use zone, that are potentially acceptable provided that the Municipality give prior approval in terms of the Planning By-law;

“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 inter-leading group of rooms for human habitation with facilities which are used, or intended to be used, for cooking, living, sanitary and sleeping—

- (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; and
- (c) including not more than one kitchen.

“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, civil services and landscaping;

“spatial development framework” refers to 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) The table in Schedule 4, the 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.
- (g) any rezoning or consent use application which was submitted prior to the date of coming into effect of this By-law, must be finalized in terms of the previous zoning scheme, and thereafter is translated or reclassified as determined in Schedule 4 and subject to subsection (3), or as determined by the municipality.

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 are 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 are 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

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:

REGULATIONS	SITE AREA	703.9
	ZONING	SR1
	PERMITTED COVERAGE	50%
	MAXIMUM HEIGHT	2 STOREYS
	STREET BUILDING LINE	4.5M
	COMMON BUILDING LINE	2M
	REAR BUILDING LINE	2M
PROPOSED	BUILDING FOOTPRINT	246.18
	PROPOSED COVERAGE	34.97%
	TOTAL FLOOR SPACE	246.18

SITE / AREA CALCULATIONS

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; and
 - (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 to the character of the area 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 the area.

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 un-roadworthy 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.
- (6) Subject to the provisions under this section a rooftop base telecommunication station is permitted under the following use categories:
- (a) Agriculture
 - (b) Agricultural industry
 - (c) Business premises
 - (d) Industry

- (e) Light industry
- (f) Noxious trade
- (g) Shopping centre

Geysers and solar panels or similar infrastructure affixed to roofs of buildings

- 32.(1) 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 vertically from that surface.
- (2) All PV installations shall be subject to approval in terms of the Municipality's SSEG (Small Scale Embedded Generation) policy.

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.

Linear infrastructure

- 36. Telecommunication, electrical transmission lines and pipelines or canals for the transportation of liquids and gasses may be permitted by the Municipality to traverse a land unit, as may be reasonably required by the Municipality or an organ of state and subject to 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.

Wendy houses and Garden sheds

- 40. The municipality may require screening of wendy house's or garden shed's from public view.

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 <350m ² : 1 bay per dwelling Erven < 100m ² : 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	0,5 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		0,5 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 m ² office GLA	1 bay per 4 seats 2 bays / 100 m ² office GLA	1 bay per 4 seats 1 bay / 100 m ² office GLA
Shops / Liquor store / Restaurant / Supermarket	Neighbourhood shop	4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	2 bay per 100 m ² GLA
	High intensity area e.g.: CBD, corridors, supermarket,	6 bays per 100 m ² GLA	4 bays per 100 m ² GLA	3 bays per 100 m ² GLA
Shopping centres		6/100m ² as determined by Council	As determined by Council	As determined by Council
Offices		4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	2 bay per 100 m ² GLA
Home occupation		2 bays per 60 m ² GLA	2 bays per 60 m ² GLA	2 bays per 60 m ² GLA
House shop / tavern/bar		1 bay per 25 m ² GLA	1 bay per 25 m ² GLA	1 bay per 25 m ² GLA
Industry / Light industry / Warehouse / Scrap yard/ Builder's yard / Noxious trade / Risk activity		2 bays per 100 m ² GLA	2 bays per 100 m ² GLA	1.5 bays per 100 m ² GLA
Industrial hive / Service trade		4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	1.5 bays per 100 m ² GLA
Storage facility		1 bay per 100m ² GLA	1 bay per 100m ² GLA	1 bay per 100m ² GLA

Land Use	Normal Areas	PT1 Areas	PT2 Areas
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 m ² GLA	4 per repair bay Minimum of 8 bays Plus 4 bays per 100 m ² GLA	4 per repair bay Minimum of 8 bays Plus 4 bays per 100 m ² GLA
Open air motor vehicle sales	4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	2 bay per 100 m ² GLA
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 100m ² GLA	10 bays per 100m ² GLA	10 bays per 100m ² 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 100m ² GLA	1,5 bays per 100m ² GLA	1,5 bays per 100m ² 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 the parking area required under paragraph (3) an area of 30m² per bay is needed.

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 4 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 and group house, 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 (m ²)	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—
- be of sufficient size to accommodate the refuse generated from the property for one week;
 - be located adjacent to a public street, or in a position which will provide acceptable access to a refuse collection vehicle;
 - 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
 - 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)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Agriculture 	<p>Consent uses</p> <ul style="list-style-type: none"> • Additional dwelling units • Airfield • Animal care centre • Aqua-culture • Camping site • Farm stall • Function venue • Guest house • Helicopter landing pad • Off-road trail • Plant nursery • Quarry • Shooting range • Tourist facilities • Freestanding base telecommunication station
AGRICULTURAL ZONE II (AZII)		
<p><i>Witzenberg has a vibrant agricultural Industry. This zone promotes agricultural processing operations for facilities located on farming units.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Agricultural industry 	<p>Consent uses</p> <ul style="list-style-type: none"> • Farm stall • Tourist facilities

1	2	3
Zoning	Primary use	Consent use
AGRICULTURAL ZONE III (AZIII)		
<p><i>The objective of this zone is to accommodate larger residential properties, which may be used for limited agriculture, but primarily serve as places of residence for people who seek a rural lifestyle. Such properties are often found close to towns and villages, and new smallholding areas should only be permitted within areas specifically demarcated by Council policy.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Smallholding 	<p>Consent uses</p> <ul style="list-style-type: none"> • Animal care centre • Aqua-culture • Crèche • Farm stall • Guest house • Intensive animal farming • Intensive horticulture • Plant nursery • Riding school • Rooftop base telecommunication station • Second dwelling • Tourist facilities
RURAL RESIDENTIAL ZONES		
RURAL RESIDENTIAL ZONE I (RRZI)		
<p><i>RRZI provides for residential use in rural areas and is applied to the old resort developments that were made possible under Resort II and established settlements such as found around rural railway sidings. The RRZI provides for residential development however emphasis is given to the protection of the rural character. Re-Zoning and subdivision for RRZI purposes would not be possible unless Council policy specifically provides for it.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Dwelling house 	<p>Consent uses</p> <ul style="list-style-type: none"> • Second dwelling • Guest house

1	2	3
Zoning	Primary use	Consent use
SINGLE RESIDENTIAL ZONES		
SINGLE RESIDENTIAL ZONE I (SRZI)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Dwelling house 	<p>Consent uses</p> <ul style="list-style-type: none"> • Crèche • Guest house • Second dwelling • Retirement resort
SINGLE RESIDENTIAL ZONE II (SRZII)		
<p><i>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.</i></p>	<p>Primary uses</p> <ul style="list-style-type: none"> • Shelter 	<p>Consent uses</p> <ul style="list-style-type: none"> • Dwelling house

1	2	3
Zoning	Primary use	Consent use
GENERAL RESIDENTIAL ZONES		
GENERAL RESIDENTIAL ZONE I (GRZI)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Double dwelling house 	<p>Consent uses</p> <ul style="list-style-type: none"> • Guest house • Home occupation
GENERAL RESIDENTIAL ZONE II (GRZII)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Group housing 	<p>Consent uses</p> <ul style="list-style-type: none"> • Flats • Home occupation • Retirement resort • Town housing

1	2	3
Zoning	Primary use	Consent use
GENERAL RESIDENTIAL ZONE III (GRZIV)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Flats 	<p>Consent uses</p> <ul style="list-style-type: none"> • Convenience shop • Crèche • Retirement resort • Rooftop base telecommunication station
GENERAL RESIDENTIAL ZONE IV (GRZV)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Guest lodge 	<p>Consent uses</p> <ul style="list-style-type: none"> • Backpackers' lodge • Restaurant • Wellness centre
GENERAL RESIDENTIAL ZONE V (GRZV)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Hotel 	<p>Consent uses</p> <ul style="list-style-type: none"> • Backpackers' lodge • Rooftop base telecommunication station • Shop • Place of entertainment • Wellness centre

1	2	3
Zoning	Primary use	Consent use
BUSINESS ZONES		
BUSINESS ZONE I (BZI)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Business premises 	<p>Consent uses</p> <ul style="list-style-type: none"> • 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 • Flats (on ground floor) • Guest house
BUSINESS ZONE II (BZII)		
<p><i>The objective of this zone is to provide for the retail sale of goods and services to the public.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Shop 	<p>Consent uses</p> <ul style="list-style-type: none"> • 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 • Flats (on ground floor)

1	2	3
Zoning	Primary use	Consent use
BUSINESS ZONE III (BZIII)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Neighbourhood shop 	<p>Consent uses</p> <ul style="list-style-type: none"> • Liquor store • Restaurant • Service trade • Supermarket • Funeral Parlour • Flats
BUSINESS ZONE IV (BZIV)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Offices 	<p>Consent uses</p> <ul style="list-style-type: none"> • 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)		
<p><i>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. 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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Shopping centre 	<p>Consent uses</p> <ul style="list-style-type: none"> • Place of worship • Warehouse
BUSINESS ZONE VI (BZVI)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Service station 	<p>Consent uses</p> <ul style="list-style-type: none"> • Motor repair garage • Shop • Truck stop
INDUSTRIAL ZONES		
INDUSTRIAL ZONE 1 (IZI)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Light industry 	<p>Consent uses</p> <ul style="list-style-type: none"> • Aqua-culture • Caretaker's quarters • Convenience shop • Liquor store • Office • Place of leisure • Place of assembly • Place of worship • Truck stop • Funeral Parlour

1	2	3
Zoning	Primary use	Consent use
INDUSTRIAL ZONE II (IZII)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Industry 	<p>Consent uses</p> <ul style="list-style-type: none"> • 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)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Noxious trade 	<p>Consent uses</p> <ul style="list-style-type: none"> • Convenience shop • Helicopter landing pad • Industry • Motor repair garage • Scrap yard • Service station • Transport use
INDUSTRIAL ZONE IV (IZIV)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Mine 	<p>Consent uses</p> <ul style="list-style-type: none"> • Industry

1	2	3
Zoning	Primary use	Consent use
COMMUNITY ZONES		
COMMUNITY ZONE I (CZI)		
<i>The objective of this zone is to provide for educational facilities of all kinds, but controlled provision is made for other compatible community uses.</i>	Primary use <ul style="list-style-type: none"> • Place of instruction 	Consent uses <ul style="list-style-type: none"> • Conference facility • Institution • Place of assembly • Rooftop base telecommunication station
COMMUNITY ZONE II (CZII)		
<i>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.</i>	Primary use <ul style="list-style-type: none"> • Place of worship 	Consent uses <ul style="list-style-type: none"> • Cemetery • Crèche • Institution • Place of instruction • Rooftop base telecommunication station
COMMUNITY ZONE III (CZIII)		
<i>The objective of this zone is to provide for a wide range of health facilities.</i>	Primary use <ul style="list-style-type: none"> • Institution 	Consent uses <ul style="list-style-type: none"> • Correctional facility • Rooftop base telecommunication station • Funeral Parlour
COMMUNITY ZONE IV (CZIV)		
<i>The objective of this zone is to provide for places where the remains of dead people are buried.</i>	Primary use <ul style="list-style-type: none"> • Cemetery 	Consent uses <ul style="list-style-type: none"> • Crematorium

1	2	3
Zoning	Primary use	Consent use
RESORT ZONES		
RESORT ZONE I (RZI)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Tourist accommodation 	<p>Consent uses</p> <ul style="list-style-type: none"> • Function venue • Hotel • Off-road trail • Rooftop base telecommunication station • Tourist facilities • Wellness centre • Conference facility • Place of leisure
OPEN SPACE ZONES		
OPEN SPACE ZONE I (OSZI)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Public open space 	<p>Consent uses</p> <ul style="list-style-type: none"> • Environmental facilities • Crèche • Tourist facilities • Urban agriculture

1	2	3
Zoning	Primary use	Consent use
OPEN SPACE ZONE II (OSZII)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Private open space 	<p>Consent uses</p> <ul style="list-style-type: none"> • Environmental facilities • Plant nursery • Restaurant • Sports and recreation centre • Tourist facilities • Urban agriculture • Function venue • Crèche • Tuck Shop
OPEN SPACE ZONE III (OSZIII)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Nature conservation area 	<p>Consent uses</p> <ul style="list-style-type: none"> • Environmental facilities • Rooftop base telecommunication station • Tourist facilities • Tourist accommodation • Function venue • Conference facilities • Wellness centre • Tuck shop
OPEN SPACE ZONE IV (OSZIV)		
<p><i>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.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Nature reserve 	<p>Consent uses</p> <ul style="list-style-type: none"> • Conference facility • Function venue • Rooftop base telecommunication station • Tourist accommodation • Tourist facilities • Wellness centre • Tuck shop

1	2	3
Zoning	Primary use	Consent use
TRANSPORT AND UTILITY ZONES		
TRANSPORT ZONE I (TZI)		
<i>The objective of this zone is to reserve land for transportation systems, excluding public streets, but including all other transport undertakings.</i>	Primary use <ul style="list-style-type: none"> • Transport use 	Consent uses <ul style="list-style-type: none"> • Airfield • Airport • Business premises • Conference facility • Helicopter landing pad • Hotel • Industry • Motor repair garage • Service station • Warehouse
TRANSPORT ZONE II (TZII)		
<i>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.</i>	Primary use <ul style="list-style-type: none"> • Public street 	Consent uses <ul style="list-style-type: none"> • Multiple parking garage
TRANSPORT ZONE III (TZIII)		
<i>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.</i>	Primary use <ul style="list-style-type: none"> • Private road 	Consent uses <ul style="list-style-type: none"> • None
AUTHORITY ZONE (AZ)		
<i>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.</i>	Primary use <ul style="list-style-type: none"> • Authority use 	Consent uses <ul style="list-style-type: none"> • None • freestanding base telecommunication station
RENEWABLE ENERGY ZONE (REZ)		

1	2	3
Zoning	Primary use	Consent use
<i>To promote the provision of renewable energy in a manner that ensures appropriate siting.</i>	Primary use <ul style="list-style-type: none"> • Renewable energy structure 	Consent uses <ul style="list-style-type: none"> • None
TELECOMMUNICATION STATION ZONE (TSZ)		
<i>To promote the provision of telecommunication infrastructure in a manner that ensures appropriate siting.</i>	Primary use <ul style="list-style-type: none"> • Freestanding base telecommunication station 	Consent uses <ul style="list-style-type: none"> • None
UNDETERMINED ZONE		
UNDETERMINED ZONE (UNZI)		
<i>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.</i>	Primary use <ul style="list-style-type: none"> • None 	Consent uses <ul style="list-style-type: none"> • None

RECORD OF AMENDMENTS

PAGE DESCRIPTION OR NUMBER	DATE OF LATEST ISSUE

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.

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
- (g) Additional dwelling units may be utilised for the purposes of self-catering accommodation.

“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 of agricultural produce, for final or intermediate consumption;
- (b) the activity should be subservient or related to the dominant agricultural use of the property and/or surrounding farms;
- (c) includes a winery, dairy, the bottling of water at the source; and
- (d) does not include an abattoir, urban industry, transport undertakings and sawmills.

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.
- (c) An agricultural industry may not be separately alienated by way of cadastral subdivision except for registered cooperatives.

“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.
- (b) A site development plan must be submitted to the municipality for consideration which should also report details on infrastructure provision, engineering services and access.

“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 bona fide farming activities, including a dwelling house and agricultural worker accommodation;
- (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) farm grave yard;
- (iv) linear infrastructure;
- (V) walking-trail; and
- (vi) an agricultural industry of which the footprint of the building or activity is less than 1000m².

(b) does not include-

- (i) aquaculture;
- (ii) an abattoir,
- (iii) a farm stall,
- (iv) an animal care centre,
- (v) any mining activity;
- (vi) 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 stall, camping site**

Where a farm stall and a resort shop are operated from the same property the combined floor area of the farm stall and resort shop may not exceed 120m².

“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 airport, 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, transfer stations, reservoirs, electricity substations, public ablution facilities, 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”, “double 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 m² 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, 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.
- (n) **Street boundary projections**

Projections over streets shall be limited to minor architectural features as determined by the Municipality.

“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, and does not include permanent tents or caravans.

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 accommodated at a time, or on the property at any time, provided that the facility is at least 150m² 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.
- (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 1 m² in area.

“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 5,5 metres from the street kerb; provided that the garage or carport—
 - (cc) is not higher than 3,5 metres to the top of the roof;
 - (dd) does not contain more than a double garage façade; and

- (ee) 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 for residential purposes;
- (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 m ²	70%	1 metre	1 metre	1,5 metres
Greater than 250 m ² , but not exceeding 500 m ²	60%	3 metres	1,5 metres	1,5 metres
Greater than 500 m ²	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.
- (e) **Rural Residential Zone**
- The following development parameters apply in the case of a dwelling house in the Rural Residential Zone:

- (i) in the case of a new development the Municipality must require a site development plan to be submitted for its approval; and
- (ii) the site development plan as approved by the Municipality constitutes the development parameters.

“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 grave yard”

Land use description: “farm grave yard” means a place for the burial of human or domestic animal remains situated on a property zoned “Agricultural Zone I”, which is managed by the land owner where only the land owner’s family members and farm workers formerly employed by the land owner may be buried, and- includes

- (a) A garden of remembrance; and
- (b) does not include a crematorium.

“farm stall”

Land use description: “*farm stall*” 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:

- (a) The mast of a freestanding base telecommunication station may not extend more than 30 meters in height above existing ground level.
- (b) The height of any structures and buildings associated with a freestanding base telecommunication station, excluding the masts may not exceed 1 storey unless otherwise approved by the Municipality.
- (c) The Municipality may require appropriate context-specific screening to mitigate the impact of the mast and related infrastructure.
- (d) The Municipality may request that a pre-electromagnetic radiation test be commissioned to accompany the application.
- (e) The Municipality may request that a visual impact assessment be commissioned to accompany the application.
- (f) Building lines shall be at least 30m on farms and 2m in urban areas or such more restrictive line as determined by the municipality having regard to site specific considerations.

“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 in the case of a free-standing house.

Not less than 250m² in the case of a semi-detached house.

(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 or manager of the 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 25 rooms per land unit may be used for bedroom accommodation for paying guests or lodgers, and no more than 50 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 "crèche" 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 excessive waste material or 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 (p), 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 (vi), and any rooms that are not specifically referred to in paragraph (a)(i) to (vi) 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
 - (iii) service station;
 - (iv) transport usage;
 - (v) warehouse; 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, tuck shop, 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 eight metres.
 - (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) No development may take place in absence of an environmental management plan approved by the relevant environmental authority.
- (b) The environmental management plan shall determine the land use restrictions and the development parameters for the property based on the objectives of this zoning, and the particular circumstances of the property.
- (c) Consent uses may only be considered as long as it is not contrary to the environmental management plan.
- (d) For development in this zone a site development plan must be submitted to the Municipality, 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; and
- (b) a crematorium.

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) tuck shop,
 - (iv) 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 garden 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 and restaurants.

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 photovoltaic and concentrated solar thermal, hydro turbines or biomass 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, buildings or infrastructure that are reasonably connected with the main activities or any test facility or structure that may lead to the generation of energy on a commercial basis.

Development parameters:

(a) **Height**

- (i) The maximum height of a renewable energy structure is technology dependent but subject to municipal approval.
- (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) includes 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.

Building lines

The following may be required by the municipality:

- (a) 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.
- (b) If a midblock sewage system is present, a rear building line of up to 2 metres may be required by the Municipality.
- (c) 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 5 000 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.

“smallholding”

Land use description: “*smallholding*” means an extensive landholding, including a dwelling house that is primarily a place of residence on which small scale agricultural activities may take place.

Development parameters:

The following building lines apply:

- (a) 10 metres from any boundary in respect of properties smaller than 2 hectares;
- (b) 15 metres from any boundary in respect of properties smaller than 4 hectares; and
- (c) 20 metres from any boundary in respect of properties larger than 4 hectares.

"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. Does not include a liquor store however a grocer’s license to sell wine only is permitted.

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%.
- (d) **Height**

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.

“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 security, rest, ablution, 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.

“tuck shop”

Land use description: “*tuck shop*” means a small retail concern that stocks a range of snacks, food, candy, soft drinks, tobacco products, newspapers and magazines and serves the needs of the public who frequent the premises.

Development parameters:

- (a) A tuck shop may not exceed 25m².
- (b) The Municipality may require a site development plan to be submitted for its approval.

“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.

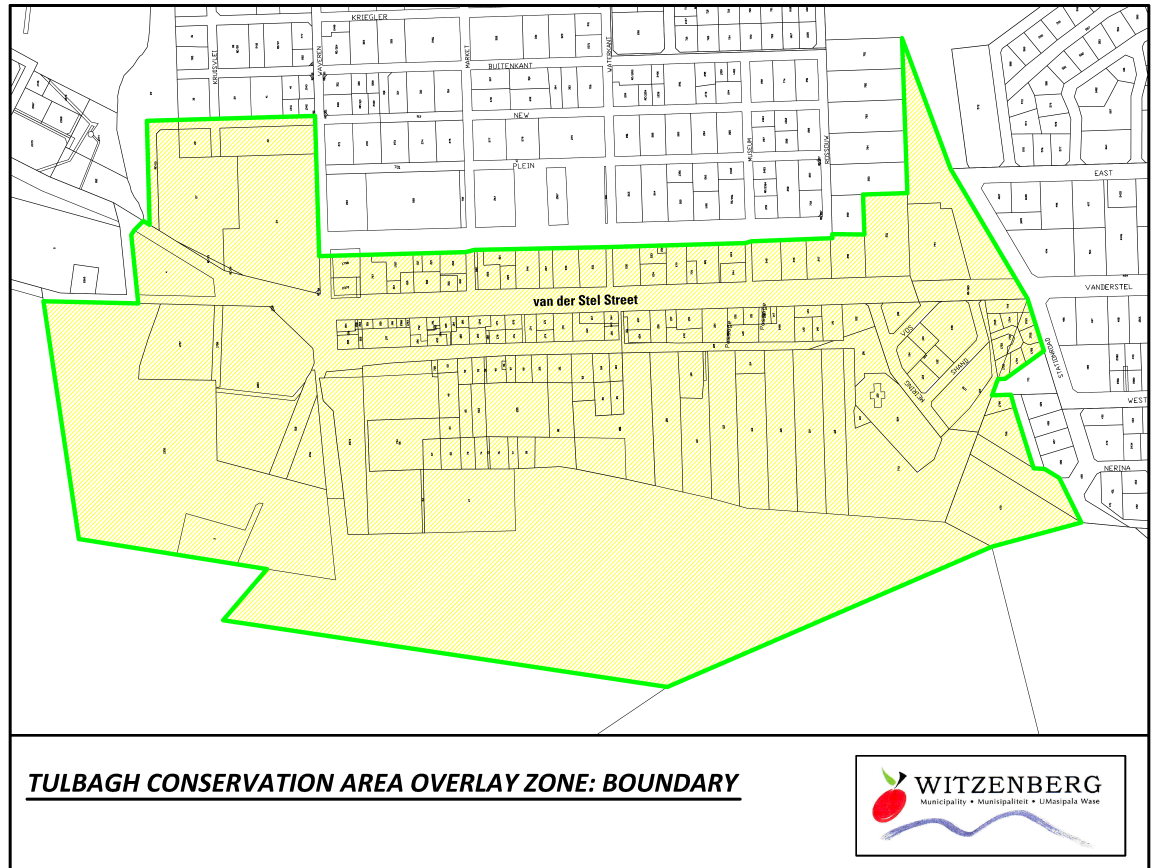
3.2.2 The overlay zone gives the Municipality a mechanism whereby additional measures and conditions can be imposed with which to mitigate the potential adverse impact of development on the receiving environment.

3.3 Areas designated as Conservation area Overlay Zones

3.3.1 The Witzenberg Municipality designates the following Conservation area Overlay Zone. The area is depicted on the map and the area is 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 a 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 built environment professional, 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 excluding Ceres, Bella Vista 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	Single Residential II	Shelter
	Dwelling-house		
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	Rural Residential I	Dwelling house
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	General Residential III	Flats
	Licensed hotels without off-sales facilities		
	Residential buildings which do not conduct off-sales establishments		
Business	Business buildings	Business I	Business premises
	Licensed hotels including off-sales facilities		
	Flats (above the ground floor only)		
	Residential buildings (above the ground floor only)		
Local Business	Shops	Business III	Neighbourhood shop
	Flats (above the ground floor only)		
Commercial	Service trade	Industrial I	Light Industry
	Funeral parlours		
	Veterinarians		
Industrial	Industries	Industrial II	Industry
	Warehouses		
	Transport undertakings		
	Public garages		
	Limited business uses		
Noxious trade	Offensive trade buildings	Industrial III	Noxious trade
Service Station	Service stations	Business VI	Service Station
Institutional	Institutional buildings	Community III	Institution

	Places of public worship		
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	Open Space II	Private Open Space
	Nature reserves		
Resort	Holiday Housing	Resort I	Tourist accommodation
	Camping sites		
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	Single Residential I	Dwelling house
	Town houses		
Residential II	General Residential buildings	General Residential III	Flats
	Residential units		
	Town houses		
Business	Businesses	Business II	Shop
	General residential buildings		
	Hotels		
Industrial	Industries	Industrial II	Industry
	Service stations		
	Service trades		
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
New Zonings that cannot be classified under old Schemes:			
		General Residential I	Double dwelling house
		Business V	Shopping centre
		Open Space III	Nature conservation area
		Renewable Energy	Renewable energy structure
		Transport III	Private Road
		Telecommunications Station	Freestanding base telecommunication station

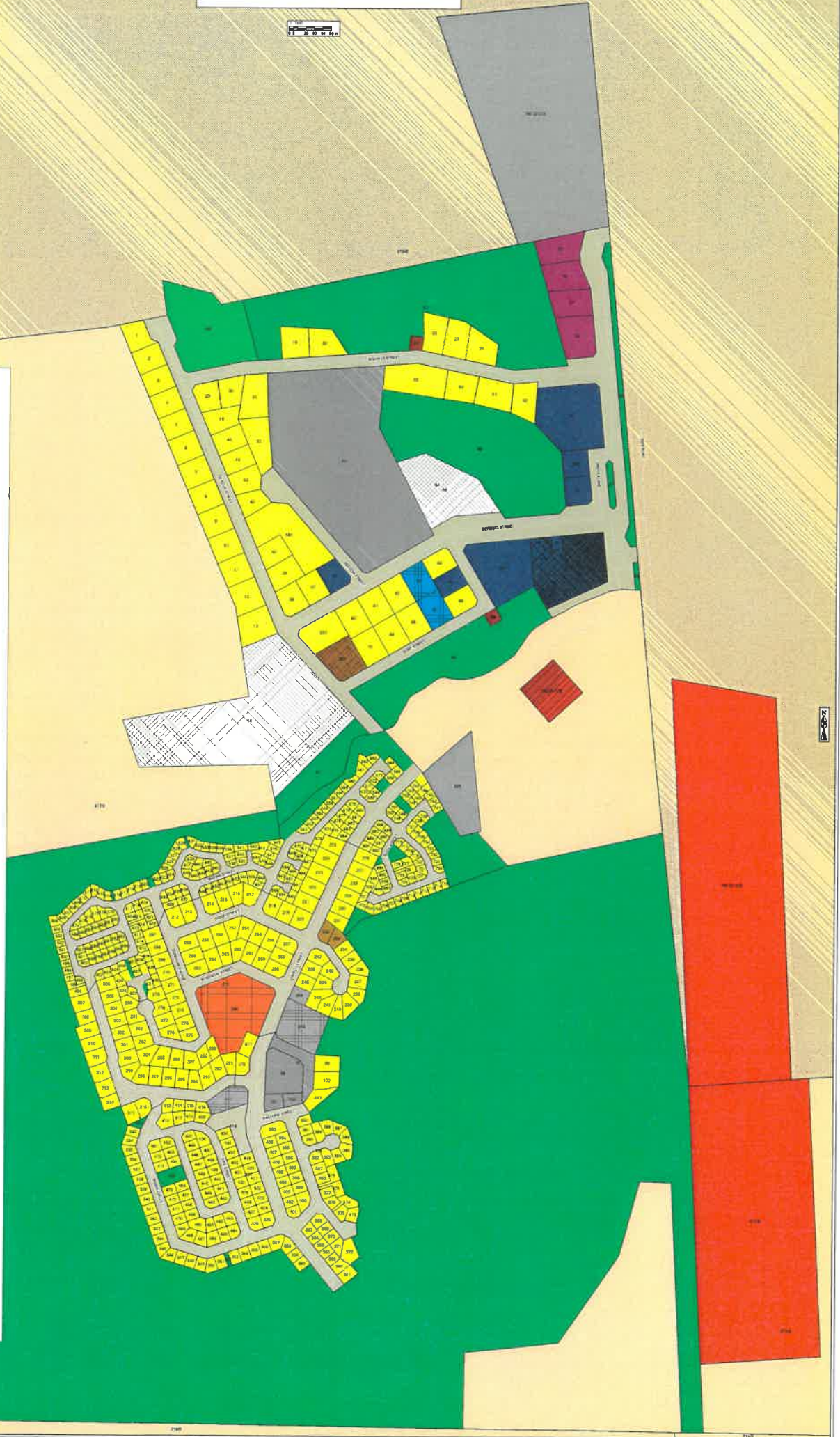
ZONING MAPS

BY SEPARATE EMAIL - TO BE INSERTED

DIE DORP OP DIE BERG ZONING PLAN



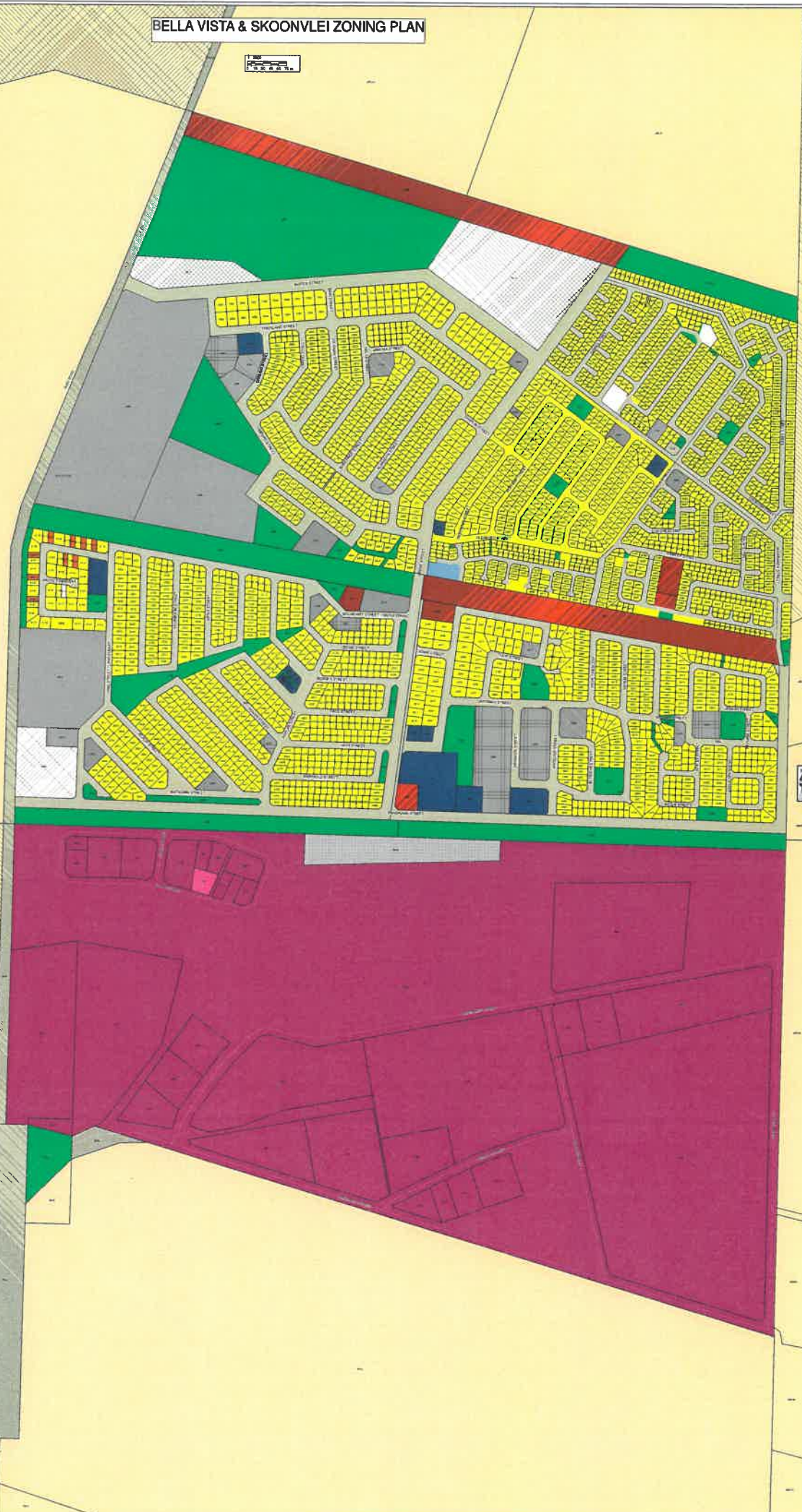
- Legend**
- Registered in Deeds Office
 - Roads with Names
 - Zoning Aug 2012
 - Zoning 21 Aug 2019 - not registered
 - Agricultural I
 - Authority
 - Business I
 - Business I/Business VI
 - Business II
 - Community I
 - Community II
 - Community III
 - Community IV
 - General Residential II
 - General Residential III
 - General Residential IV
 - Industrial I
 - Industrial II
 - Open Space I
 - Open Space IV
 - Residential I
 - Rural Residential I
 - Single Residential I
 - Single Residential II
 - Transport II
 - Transport III
 - Undetermined
 - Zoning 21 Aug 2019
 - Agricultural I
 - Agricultural I / Business II / General Residential V
 - Agricultural I / Resort I
 - Agricultural I/Agricultural II
 - Agricultural I/Business II
 - Agricultural I/Community I
 - Agricultural I/General Residential V
 - Agricultural I/Industrial II
 - Agricultural I/Open Space II
 - Agricultural I/Open Space IV
 - Agricultural I/Resort I
 - Agricultural I/Rural Residential I
 - Agricultural I/Single Residential I
 - Agricultural II
 - Authority
 - Business I
 - Business I/Business VI
 - Business I/Transport II
 - Business II
 - Business III
 - Business IV
 - Business VI
 - Community I
 - Community I/Community II
 - Community II
 - Community III
 - Community III/Agricultural I
 - Community IV
 - General Residential II
 - General Residential III
 - General residential IV
 - General Residential V
 - Industrial I
 - Industrial II
 - Industrial IV
 - Open Space I
 - Open Space I/Single Residential I
 - Open Space II
 - Open Space III
 - Open Space IV
 - Open Space IV/Authority
 - Resort I
 - Resort I/Open Space IV
 - Rural Residential I
 - Single Residential I
 - Single Residential II
 - Subdivisional Area Overlay
 - Transport I
 - Transport II
 - Transport III
 - Undetermined



BELLA VISTA & SKOONVLEI ZONING PLAN



- Legend**
- Registered in Deeds Office
 - Roads with Names
 - Zoning Aug 2012
 - Zoning 21 Aug 2019 - not registered
 - Agricultural I
 - Authority
 - Business I
 - Business I/Business VI
 - Business II
 - Community I
 - Community II
 - Community III
 - Community IV
 - General Residential II
 - General Residential III
 - General Residential IV
 - Industrial I
 - Industrial II
 - Open Space I
 - Open Space IV
 - Residential I
 - Rural Residential I
 - Single Residential I
 - Single Residential II
 - Transport II
 - Transport III
 - Undetermined
 - Zoning 21 Aug 2012
 - Agricultural I
 - Agricultural I / Business II / General Residential V
 - Agricultural I / Resort I
 - Agricultural I/Agricultural II
 - Agricultural I/Business II
 - Agricultural I/Community I
 - Agricultural I/General Residential V
 - Agricultural I/Industrial II
 - Agricultural I/Open Space II
 - Agricultural I/Open Space IV
 - Agricultural I/Resort I
 - Agricultural I/Rural Residential I
 - Agricultural I/Single Residential I
 - Agricultural II
 - Authority
 - Business I
 - Business I/Business VI
 - Business I/Transport II
 - Business II
 - Business III
 - Business IV
 - Business VI
 - Community I
 - Community I/Community II
 - Community II
 - Community III
 - Community III/Agricultural I
 - Community IV
 - General Residential II
 - General Residential III
 - General Residential IV
 - General Residential V
 - Industrial I
 - Industrial II
 - Industrial IV
 - Open Space I
 - Open Space I/Single Residential I
 - Open Space II
 - Open Space III
 - Open Space IV
 - Open Space IV/Authority
 - Resort I
 - Resort I/Open Space IV
 - Rural Residential I
 - Single Residential I
 - Single Residential II
 - Subdivision Area Overlay
 - Transport I
 - Transport II
 - Transport III
 - Undetermined



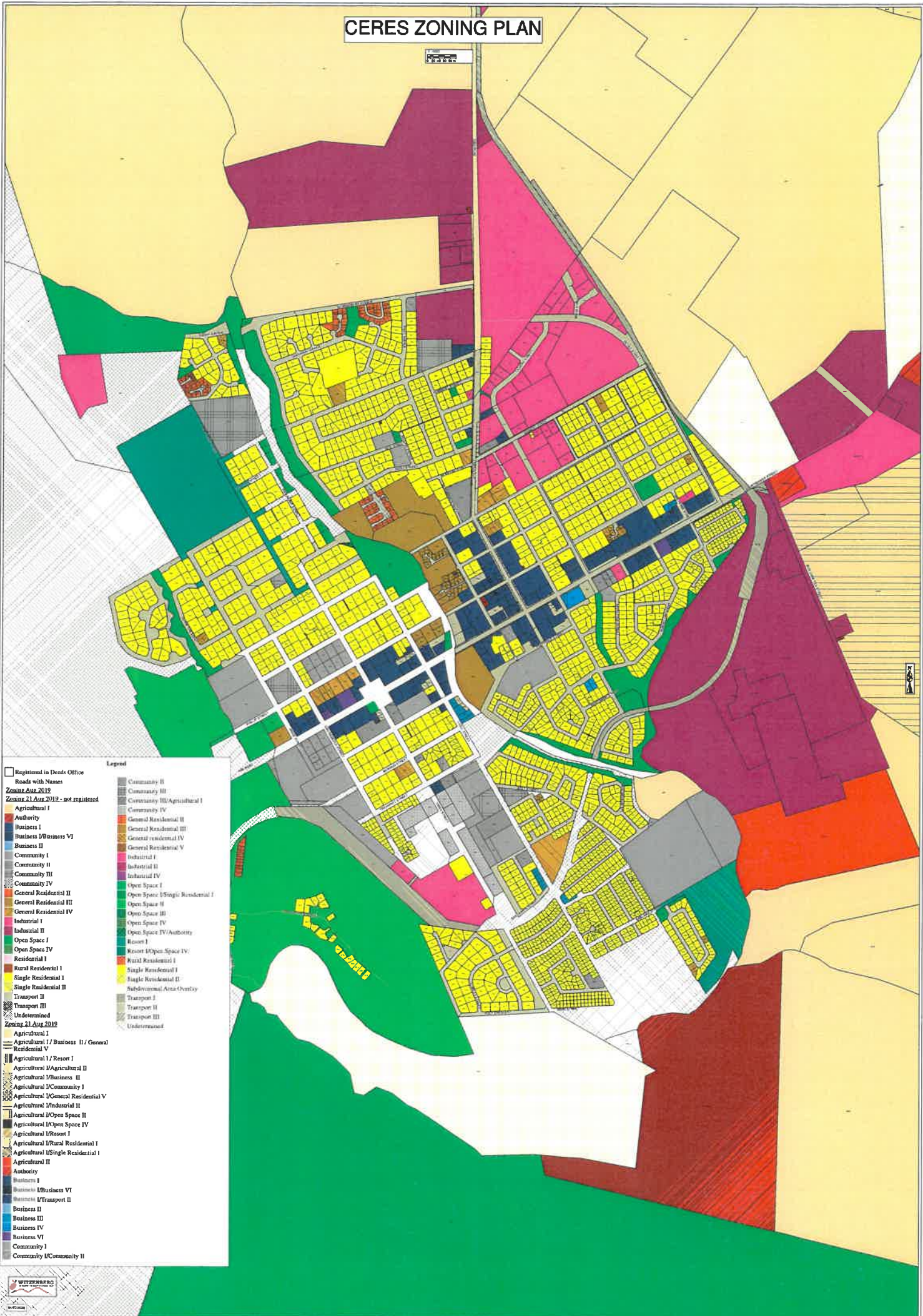
PRINCE ALFRED HAMLET ZONING PLAN



- Legend**
- Registered in Deeds Office
 - Roads with Names
 - Zoning Aug 2019
 - Zoning 21 Aug 2019 - not registered
 - Agricultural I
 - Authority
 - Business I
 - Business I/Business VI
 - Business II
 - Community I
 - Community II
 - Community III
 - Community IV
 - General Residential II
 - General Residential III
 - General Residential IV
 - Industrial I
 - Industrial II
 - Open Space I
 - Open Space IV
 - Residential I
 - Rural Residential I
 - Single Residential I
 - Single Residential II
 - Transport II
 - Transport III
 - Undetermined
 - Zoning 21 Aug 2019
 - Agricultural I
 - Agricultural I / Business II / General Residential V
 - Agricultural I / Resort I
 - Agricultural I/Agricultural II
 - Agricultural I/Business II
 - Agricultural I/Community I
 - Agricultural I/General Residential V
 - Agricultural I/Industrial II
 - Agricultural I/Open Space II
 - Agricultural I/Open Space IV
 - Agricultural I/Resort I
 - Agricultural I/Rural Residential I
 - Agricultural I/Single Residential I
 - Agricultural II
 - Authority
 - Business I
 - Business I/Business VI
 - Business I/Transport II
 - Business II
 - Business III
 - Business IV
 - Business VI
 - Community I
 - Community I/Community II
 - Community II
 - Community III
 - Community III/Agricultural I
 - Community IV
 - General Residential II
 - General Residential III
 - General residential IV
 - General Residential V
 - Industrial I
 - Industrial II
 - Industrial IV
 - Open Space I
 - Open Space I/Single Residential I
 - Open Space II
 - Open Space III
 - Open Space IV
 - Open Space IV/Authority
 - Resort I
 - Resort I/Open Space IV
 - Rural Residential I
 - Single Residential I
 - Single Residential II
 - Subdivisional Area Overlay
 - Transport I
 - Transport II
 - Transport III
 - Undetermined



CERES ZONING PLAN



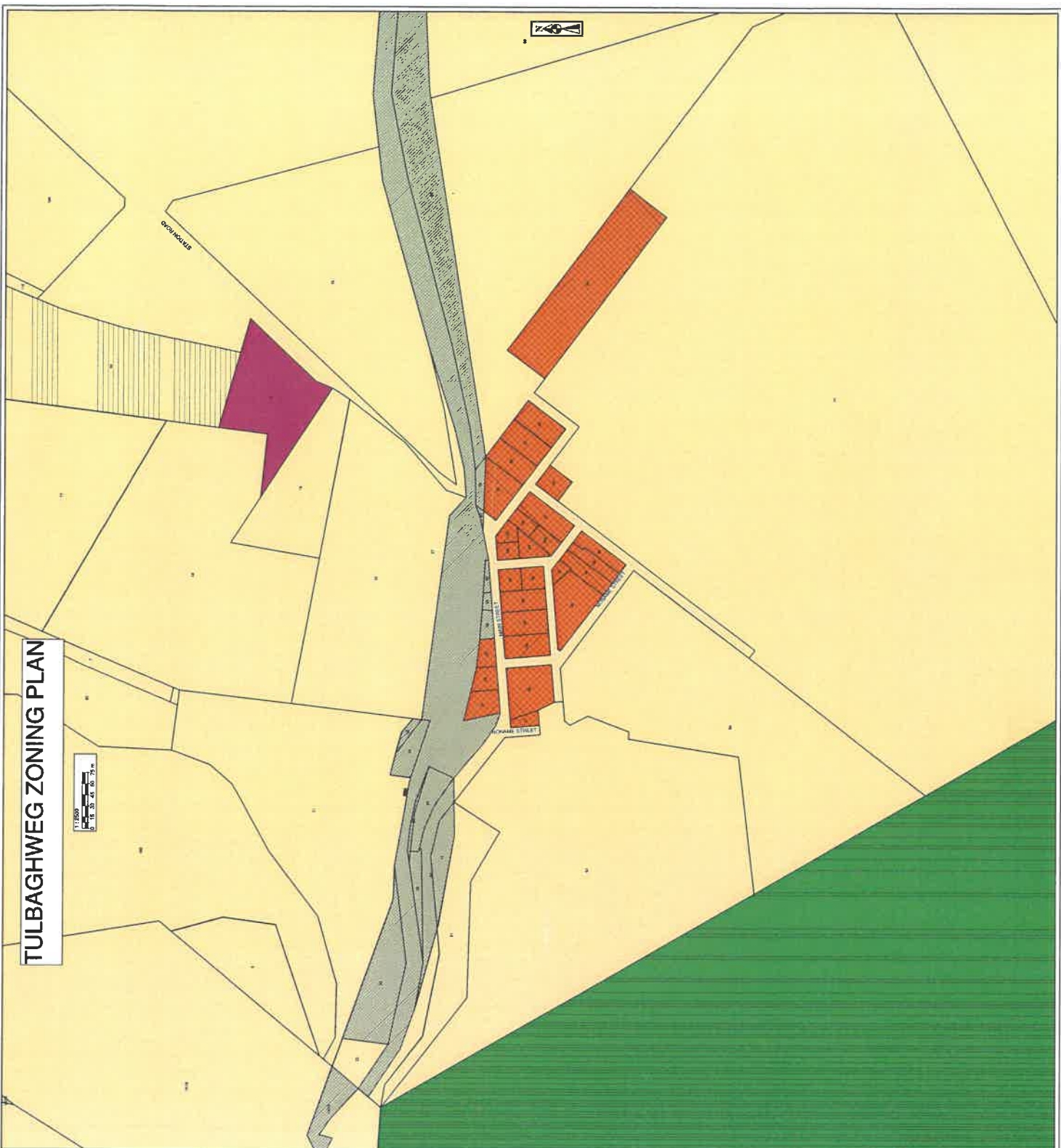
Registered in Deeds Office
 Roads with Names
 Zoning Act 2019
 Zoning 21 Aug 2019 - not registered

Legend

- Agricultural I
- Authority
- Business I
- Business I/Business VI
- Business II
- Business III
- Business IV
- Business V
- Business VI
- Community I
- Community II
- Community III
- Community IV
- General Residential I
- General Residential II
- General Residential III
- General Residential IV
- Industrial I
- Industrial II
- Open Space I
- Open Space IV
- Residential I
- Rural Residential I
- Single Residential I
- Single Residential II
- Transport II
- Transport III
- Undetermined
- Zoning 21 Aug 2019
- Agricultural I
- Agricultural I / Business I / General Residential V
- Agricultural I / Resort I
- Agricultural I/Agricultural II
- Agricultural I/Business II
- Agricultural I/Community I
- Agricultural I/General Residential V
- Agricultural I/Industrial II
- Agricultural I/Open Space II
- Agricultural I/Open Space IV
- Agricultural I/Resort I
- Agricultural I/Rural Residential I
- Agricultural I/Single Residential I
- Agricultural II
- Authority
- Business I
- Business I/Business VI
- Business I/Transport II
- Business II
- Business III
- Business IV
- Business V
- Community I
- Community I/Community II



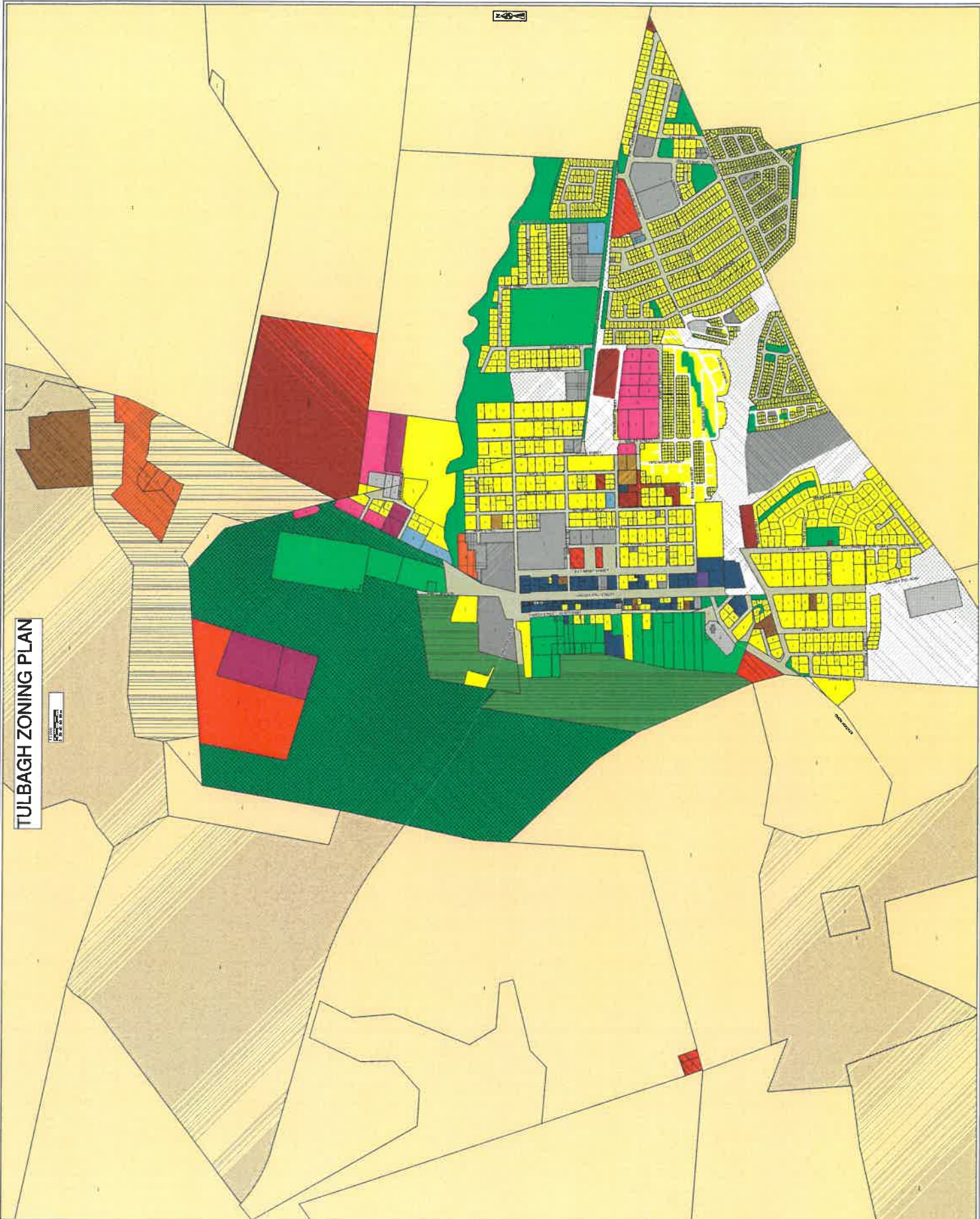
TULBAGHWEG ZONING PLAN



Legend

Registered in Deeds Office	Community III
Roads with Names	Community III/Agricultural I
Zoning Act 2019	Community IV
Zoning Act 2019 - not re-registered	General Residential II
Agricultural I	General Residential III
Authority	General Residential IV
Business I	General Residential V
Business I/Business VI	Industrial I
Business II	Industrial II
Community I	Industrial III
Community II	Industrial IV
Community III	Open Space I
Community IV	Open Space II
General Residential II	Open Space III
General Residential III	Open Space IV
General Residential IV	Open Space IV/Authority
General Residential V	Resort I
Industrial I	Resort I/Open Space IV
Industrial II	Rural Residential I
Industrial III	Single Residential I
Industrial IV	Single Residential II
Open Space I	Single Residential III
Open Space II	Subdivisional Area Overlay
Open Space III	Transport I
Open Space IV	Transport II
Rural Residential I	Transport III
Rural Residential II	Undetermined
Single Residential I	Undetermined
Single Residential II	Undetermined
Single Residential III	Undetermined
Transport I	Undetermined
Transport II	Undetermined
Transport III	Undetermined
Undetermined	Undetermined
Undetermined	Undetermined
Zoning Act 2019	Agricultural I
Agricultural I	Agricultural I/Business II/General Residential V
Agricultural I/Business II/General Residential V	Agricultural I/Resort I
Agricultural I/Resort I	Agricultural I/Agricultural II
Agricultural I/Agricultural II	Agricultural I/Business II
Agricultural I/Business II	Agricultural I/Community I
Agricultural I/Community I	Agricultural I/General Residential V
Agricultural I/General Residential V	Agricultural I/Industrial II
Agricultural I/Industrial II	Agricultural I/Open Space II
Agricultural I/Open Space II	Agricultural I/Open Space IV
Agricultural I/Open Space IV	Agricultural I/Resort I
Agricultural I/Resort I	Agricultural I/Rural Residential I
Agricultural I/Rural Residential I	Agricultural I/Single Residential I
Agricultural I/Single Residential I	Agricultural II
Agricultural II	Authority
Authority	Business I
Business I	Business I/Business VI
Business I/Business VI	Business I/Transport II
Business I/Transport II	Business II
Business II	Business III
Business III	Business IV
Business IV	Business V
Business V	Business VI
Business VI	Community I
Community I	Community I/Community II
Community I/Community II	Community II

TULBAGH ZONING PLAN



Legend

Department of Basic Education	Department of Health Services	Department of Water Affairs and Forestry	Department of Agricultural, Fisheries and Forestry	Department of Environmental Affairs	Department of Transport	Department of Economic Development and Tourism	Department of Human Settlements, Rural Development and Infrastructure	Department of Energy	Department of Labour	Department of Social Development
Residential Single-Dwelling	Residential Medium-Density	Residential High-Density	Residential Special	Commercial	Industrial	Agricultural	Open Space	Special Use	Transport	Infrastructure
General Residential I	General Residential II	General Residential III	General Residential IV	General Residential V	General Residential VI	General Residential VII	General Residential VIII	General Residential IX	General Residential X	General Residential XI
General Residential XII	General Residential XIII	General Residential XIV	General Residential XV	General Residential XVI	General Residential XVII	General Residential XVIII	General Residential XIX	General Residential XX	General Residential XXI	General Residential XXII
General Residential XXIII	General Residential XXIV	General Residential XXV	General Residential XXVI	General Residential XXVII	General Residential XXVIII	General Residential XXIX	General Residential XXX	General Residential XXXI	General Residential XXXII	General Residential XXXIII
General Residential XXXIV	General Residential XXXV	General Residential XXXVI	General Residential XXXVII	General Residential XXXVIII	General Residential XXXIX	General Residential XL	General Residential XLI	General Residential XLII	General Residential XLIII	General Residential XLIV
General Residential XLV	General Residential XLVI	General Residential XLVII	General Residential XLVIII	General Residential XLIX	General Residential L	General Residential LI	General Residential LII	General Residential LIII	General Residential LIV	General Residential LV
General Residential LVI	General Residential LVII	General Residential LVIII	General Residential LIX	General Residential LX	General Residential LXI	General Residential LXII	General Residential LXIII	General Residential LXIV	General Residential LXV	General Residential LXVI
General Residential LXVII	General Residential LXVIII	General Residential LXIX	General Residential LXX	General Residential LXXI	General Residential LXXII	General Residential LXXIII	General Residential LXXIV	General Residential LXXV	General Residential LXXVI	General Residential LXXVII
General Residential LXXVIII	General Residential LXXIX	General Residential LXXX	General Residential LXXXI	General Residential LXXXII	General Residential LXXXIII	General Residential LXXXIV	General Residential LXXXV	General Residential LXXXVI	General Residential LXXXVII	General Residential LXXXVIII
General Residential LXXXIX	General Residential LXXXX	General Residential LXXXXI	General Residential LXXXXII	General Residential LXXXXIII	General Residential LXXXXIV	General Residential LXXXXV	General Residential LXXXXVI	General Residential LXXXXVII	General Residential LXXXXVIII	General Residential LXXXXIX
General Residential LXXXXX	General Residential LXXXXXI	General Residential LXXXXXII	General Residential LXXXXXIII	General Residential LXXXXXIV	General Residential LXXXXXV	General Residential LXXXXXVI	General Residential LXXXXXVII	General Residential LXXXXXVIII	General Residential LXXXXXIX	General Residential LXXXXXX
General Residential LXXXXXXI	General Residential LXXXXXXII	General Residential LXXXXXXIII	General Residential LXXXXXXIV	General Residential LXXXXXXV	General Residential LXXXXXXVI	General Residential LXXXXXXVII	General Residential LXXXXXXVIII	General Residential LXXXXXXIX	General Residential LXXXXXXX	General Residential LXXXXXXXI
General Residential LXXXXXXXII	General Residential LXXXXXXXIII	General Residential LXXXXXXXIV	General Residential LXXXXXXXV	General Residential LXXXXXXXVI	General Residential LXXXXXXXVII	General Residential LXXXXXXXVIII	General Residential LXXXXXXXIX	General Residential LXXXXXXX	General Residential LXXXXXXXI	General Residential LXXXXXXXII
General Residential LXXXXXXXIII	General Residential LXXXXXXXIV	General Residential LXXXXXXXV	General Residential LXXXXXXXVI	General Residential LXXXXXXXVII	General Residential LXXXXXXXVIII	General Residential LXXXXXXXIX	General Residential LXXXXXXX	General Residential LXXXXXXXI	General Residential LXXXXXXXII	General Residential LXXXXXXXIII



MEMORANDUM

To: Director: Technical Services
Technical Committee
From: Senior Manager: Electro-technical Services
Date: 2020/02/19
Ref: 16/P



APPROVAL OF DRAFT WITZENBERG ELECTRICAL BYLAWS

Purpose

To submit to Council the newly developed Draft Witzenberg Electrical By-laws for promulgation once all due processes have been complied with.

Background

With the disestablishment of Municipalities of Ceres, Wolseley and Tulbagh in 2003, all by-laws were repealed and new by-laws adopted by the newly established Witzenberg Municipality.

The crux of the matter is that the current Electricity By-laws are now deemed outdated and they do not make provision for technical advancements. For this reason it is considered necessary to update the Electrical Bylaws for adoption and promulgation.

Discussion

Several years ago the AMEU (Association of Municipal Undertakings) undertook the huge task of developing generic Electricity By-laws in an attempt to standardise by-laws across the country. This process was very successful and many Municipalities used the generic by-laws as a basis of their electrical by-laws. Subsequent to this, the City of Cape Town's electricity by-laws have been acknowledged as the 'gold standard' of Electrical by-laws. They also constantly update their by-laws in line with any industry and legal developments.

For this reason, Cape Town's by-laws were used as a starting point for Witzenberg and any issues unique to Witzenberg were accommodated into the by-laws. Attached is the final proposed draft Electrical By-Laws for Witzenberg.

It is suggested that, if needed, a workshop be arranged to discuss the proposed by-laws. Once consensus is reached as an institution, the process of advertising and public participation can be undertaken. A final step then would be the repeal of the old by-laws and the promulgation of the new electrical by-laws

Recommendations

- A. That the Technical Committee notes the report of the Senior Manager Electrotechnical Services.

- B. That the Technical Committee resolve on the way forward regarding the adoption of the proposed Electrical By-Laws

Regards



**P VAN DEN HEEVER
SENIOR MANAGER ELECTROTECHNICAL SERVICES**

WITZENBERG ELECTRICITY SUPPLY BY-LAW, 20xx

Under the provisions of section 156 of the Constitution of the Republic of South Africa, 1996 the Witzenberg Municipality, enacts as follows:—

Preamble

To provide for the distribution of electricity in the licensed distribution area of the Witzenberg Municipality, to regulate activities which may have a detrimental effect on the distribution of electricity and to provide for matters incidental thereto.

CHAPTER 1 GENERAL

1. Definitions—

In this by-law, unless inconsistent with the context—

"Accredited person" means a person registered in terms of the Regulations as an electrical tester for single phase, an installation electrician, a master installation electrician or registered professional engineer, as the case may be;

"applicable standard specification" means the standard specifications as listed in Schedule 1 attached to this by-law;

"authorised official" means any peace officer authorised in terms of section 334 of the criminal Procedure Act, 1997, as amended, or any employee of the service provider, who is authorised by the service provider to enforce the provisions of this by-law

"certificate of compliance" means a certificate issued in terms of the Regulations in respect of an electrical installation or part of an electrical installation by an registered person;

"civil work permit" means a permit issued to an applicant for a wayleave granting that applicant consent for the civil work to be undertaken;

"consumer" in relation to premises means—

- (a) any occupier thereof;
- (b) any person who has a valid existing agreement with the Services Provider for the supply of electricity to such premises; or the owner of the premises.

"credit meter" means a meter where an account is issued subsequent to the consumption of electricity;

"Director" means the Chief Executive Officer as defined in the OHS act (85 of 1993) and includes the Municipal Manager, Director of the Service Provider or any other person lawfully acting in that capacity and any employee of the Service Provider duly authorised thereto by such Director or person so acting;

"effective date" means the date on which the responsibility for the delivery of the electricity service is transferred to the Service Provider;

"electrical contractor" means an electrical contractor as defined in the Regulations;

"electrical installation" means an electrical installation as defined in the Regulations;

"high voltage" means the set of nominal voltage levels that are used in power systems for bulk transmission of electricity in the range of 44 kV < Un 220 kV. [SANS 1019]

Illegal connection Any electrical connection to an erf, building or structure that does not comply with regulations or transgresses any law or by-law.

"low voltage" means the set of nominal voltage levels that are used for the distribution of electricity and whose upper limit is generally accepted to be an ac. voltage of 1000V (or a dc. voltage of 1500 V). [SANS 1019]

"medium voltage" means the set of nominal voltage levels that lie above low voltage and below high voltage in the range of 1 kV < Un 44 kV. [SANS 1019]

"meter" means a device which records the demand and/or the electrical energy consumed and includes conventional and prepayment meters;

"motor load, total connected" means the sum total of the kW input ratings of all the individual motors connected to an installation;

"motor rating" means the maximum continuous kW output of a motor as stated on the maker's rating plate;

"motor starting current" in relation to alternating current motors means the root mean square value of the symmetrical current taken by a motor when energised at its rated voltage with its starter in the starting position and the rotor locked;

"Municipality" a municipality that has executive authority to perform electrical reticulation services in its area of jurisdiction

"NERSA" the National Energy Regulator of South Africa

"net customer" A net customer is someone who purchases (imports) more kWh of electricity than they export (sell) over any consecutive 12 month period.

"Notified Maximum Demand (NMD)" means the maximum capacity in kVA, as measured over a 30-minute integrating period, per point of delivery/premise (POD) that the customer will contract the Service Provider to make available during all time periods;

"occupier" in relation to any premises means—

- (a) any person in actual occupation of such premises;
- (b) any person legally entitled to occupy such premises;

in the case of such premises being subdivided and let to lodgers or various tenants, the person receiving the rent payable by such lodgers or tenants, whether on his own account or as agent for any person entitled thereto or interested therein; or any person in control of such premises or responsible for the management thereof, and includes the agent of any such person when he/she is absent from the Republic of South Africa or his/her whereabouts are unknown;

“owner” in relation to premises, means the person in whom is vested the legal title thereto; provided that—

- (a) in the case of immovable property—
 - (i) leased for a period of not less than 50 years, whether the lease is registered or not, the lessee thereof, or
 - (ii) beneficially occupied under a servitude or right analogous thereto, the occupier thereof;
- (b) if the owner as hereinbefore defined—
 - (i) is deceased or insolvent, has assigned his estate for the benefit of his creditors, has been placed under curatorship by order of court or is a company being wound up or under judicial management, the person in whom the administration of such property is vested as executor, administrator, trustee, assignee, curator, liquidator or judicial manager, as the case may be;
 - (ii) is absent from the Republic of South Africa, or if his address is unknown to the Service Provider, any person who as agent or otherwise receives or is entitled to receive the rent in respect of such property; and
 - (iii) if the Service Provider is unable to determine who such person is, the person who is entitled to the beneficial use of such property,

shall be deemed to be the owner thereof to the exclusion of the person in whom is vested the legal title thereto;

“point of consumption” means a point of consumption as defined in the Regulations;

“point of metering” means the point at which the consumer’s consumption of electricity is metered and which may be at the point of supply or at any other point on the distribution system of the Service Provider or the electrical installation of the consumer, as specified by the Service Provider or any duly authorised official of the Service Provider; provided that it shall meter all of, and only, the consumer’s consumption of electricity;

“point of supply” means the point determined by the Service Provider or any duly authorised official of the Service Provider at which electricity is supplied to any premises by the Service Provider;

“premises” means any land or any building or structure above or below ground level, or part thereof, and includes any vehicle, aircraft or vessel;

“prepayment meter” means a meter that can be programmed to allow the flow of pre-purchased amounts of energy in an electrical circuit and which may interrupt the power supply when the pre-purchased amount is depleted.;

“registered person” means a person registered in terms of the Regulations as an electrical tester for single phase, an installation electrician or a master installation electrician, as the case may be;

“Regulations” means Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993);

“retail wheeling” means the process of moving third party electricity from a point of generation across the distribution systems of the Service Provider and selling it to a customer;

“reticulation” The trading or distribution of electricity and includes services associated therewith

“safety standard” means the Code of Practice for the Wiring of Premises SANS 10142-1 incorporated in the Regulations;

“Service Authority” means Witzenberg municipality established in terms of the law;

“service connection” means all cables and equipment, including all metering equipment, load management equipment, all high, medium or low voltage switchgear and cables required to connect the supply mains to the electrical installation of the consumer at the point of supply;

“service protective device” means any fuse or circuit breaker installed for the purpose of protecting the Service Provider’s equipment from overloads or faults occurring on the installation or on the internal service connection;

“Service Provider” means the Service Authority and any entity duly authorised by the Service Authority to provide an electricity service within the jurisdiction of the Service Authority, in accordance with the provision of the Service Delivery Agreement concluded with the Service Authority;

“smart meter” means an electricity meter that allows for—

- (a) measurement of energy consumed on a time interval basis;
- (b) real-time or near-time registration of electricity use;
- (c) capable of two-way data communication between the customer/end-user and the service provide via communication device;
- (d) storage of time interval data
- (e) remote limitation of the throughput through the meter (switching of non-essential equipment or in the extreme case cutting of the electricity to the customer);
- (f) may inter-connect to premise-based networks and devices (e.g., local generation such as Photo Voltaic Cells and Wind Generation);
- (g) ability to measure electricity consumed and electricity supplied on separate registers;
- (h) may have the ability to read other, on-premises or nearby commodity meters (e.g., gas, water); and
- (i) may have the ability to detect theft of electricity or tampering to the meter itself.

“standby supply” means an alternative electricity supply source other than from the Service Provider not normally used by the consumer;

“supply mains” means any part of the Service Provider’s electricity distribution network;

“tariff” means the Service Provider’s tariff of charges for the supply of electricity and sundry fees, as approved by the Service Authority;

“temporary supply” means an electricity supply required by a consumer for a period normally less than one year;

“the law” means any applicable law, proclamation, ordinance, act of parliament or enactment having force of law;

“token” means the essential element of a prepayment metering system used to transfer information from a point of sale for electricity credit to a prepayment meter and vice versa;

“voltage” means the root-mean-square value of electrical potential between two conductors;

“wayleave” means the set of documentation providing information on the location of the supply mains of the Service Provider within the physical area covered by an application to undertake civil work within the municipal area and stipulates the conditions applicable to the work to be done in the vicinity of the affected supply mains.

2. Other terms

All other terms used in this by-law shall, unless the context otherwise requires, have the meaning assigned thereto in the Electricity Regulation Act, 2006 (Act 4 of 2006), as amended, or the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.

3. Headings and titles

The headings and titles in this by-law shall not affect the construction thereof.

CHAPTER 2

GENERAL CONDITIONS OF SUPPLY

4. Provision of Electricity Services

- (1) Subject to subsection 2 below, only the Service Provider may supply or contract for the supply of bulk electricity within its jurisdictional area.
- (2). The Service Provider may permit the bulk supply or retail wheeling of electricity through its electrical grid by another electricity supplier which is licensed to supply electricity in terms of the Electricity Regulation Act.
- (3). The Service Provider may permit the connection of an embedded generation system to its electrical grid in accordance with the requirements of this by-law and subject to:
 - (a) Compliance with the relevant requirements of the Service Provider pertaining to the generation of electricity and the safety thereof contained in any guideline or policy issued by the Service Provider in respect thereof.
 - (b) Registration with the Service Provider of all fixed electrical installations where electricity is generated and compliance with the Service Provider's safety and quality requirements contained in any guideline or policy issued by the Service Provider in respect thereof.
- (4) No person may generate electricity by way of a fixed electrical installation and feed into the municipal electricity distribution network unless an agreement has been concluded with the Service Provider, and such agreement together with the provisions of this by-law, as well as any other legislation governing the licensing of generators, shall govern such generation of electricity.

5. Electricity Supply

- (1) Where an agreement for the supply of electricity has been entered into with the Service Provider, such agreement together with the provisions of this By-law shall in all respects govern such supply.
- (2) Where an agreement for the supply of electricity has not been entered into with the Service Provider, the provisions of this By-law shall in all respects govern such supply.
- (3) Where the Service Provider provides a supply to any premises, the Service Provider must recover the electricity charges from all or any of the following persons who may be held liable for the full amount of electricity charges incurred on such premises —
 - (a) any occupier of such premises;
 - (b) any person who has a valid existing agreement with the Service Provider for the supply of electricity to such premises; or
 - (c) the owner of such premises.
- (4) The occupier of the premises shall be solely liable for charges and fees in informal settlements.
- (5) No consumer shall be liable for electricity charges incurred prior to the coming into effect of the amendment of the By-law where the consumer was not liable for such charges prior to the amendment of the By-law.

6. Service of notice

- (1) Any notice or other document that is served on any person in terms of this by-law is regarded as having been served—
 - (a) when it has been delivered to that person personally;
 - (b) when it has been left at that person's place of residence or business in the Republic with a person apparently over the age of sixteen years;
 - (c) when it has been posted by registered or certified mail to that person's last known residential or business address in the Republic and an acknowledgement of the posting thereof from the postal service is obtained;
 - (d) if that person's address in the Republic is unknown, when it has been served on that person's agent or representative in the Republic in the manner provided by paragraphs (a), (b) or (c); or
 - (e) if that person's address and agent or representative in the Republic is unknown, when it has been posted in a

- conspicuous place on the property or premises, if any, to which it relates.
- (2) When any notice or other document must be authorised or served on the owner, occupier or holder of any property or right in any property, it is sufficient if that person is described in the notice or other document as the owner, occupier or holder of the property or right in question, and it is not necessary to name that person.
 - (3) Any legal process is effectively and sufficiently served on the Service Provider when it is delivered to the Director or an employee in attendance at the office of the Director.

7. Compliance with

Any person on whom a notice duly issued or given under this by-law is served shall, within the time specified in such notice, comply with its terms.

8. Application for supply or generation

- (1) No person shall directly or indirectly connect, attempt to connect or cause or permit to be connected any electrical installation or part thereof to the Service Provider's supply mains or service connection except with written permission of the Director.
- (2) No alternate electrical generation equipment provided by a customer for his own operational requirements or for the generation of electricity may be connected to any installations without the prior written consent of the Service Provider.
- (3) Applicants for the supply or generation of electricity shall submit the following documents above and beyond the documents required for their application –
 - a. An identity document or passport, and, in the case of a business, a letter of resolution delegating the authority to the applicant;
 - b. The consumer shall provide a Deed of Sale or other proof of ownership of the premises for which a supply of electricity is required.
 - c. Full specification of the electrical generation equipment and a wiring diagram, as may be further detailed in any guideline or policy issued by the Service Provider in respect thereof.
- (4) Applicants for a supply of electricity shall be subject to a credit clearance check as far as debt to the Service Authority is concerned.
- (5) An application for a new temporary supply of electricity shall be considered at the discretion of the Director, who may specify any special conditions to be satisfied in such case.
- (6) The electrical generation equipment must be so designed and installed that it is impossible for the Service Provider's supply mains to be energised by means of a back feed from such electrical generation equipment when the Service Provider's supply has been de-energised.
- (7) The customer shall be responsible for providing and installing all such protective equipment and for obtaining a certificate of compliance issued in terms of the Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).
- (8) The Service Provider shall not be held responsible for any work done by the electrical contractor/registered person on a customer's premises and shall not in any way be responsible for any loss or damage which may be occasioned by fire or by any accident arising from the state of the wiring on the premises or the connection of the electrical generation equipment.
- (9) Where the customer's alternate electrical generation equipment is permitted to be electrically coupled to, and run in parallel with the Service Provider's supply mains, the customer shall be responsible for providing, installing and maintaining all the necessary synchronising and protective equipment, to the satisfaction of the Director.
- (10) Before making any alteration or addition to any electrical generation equipment installed within the area of the supply that requires an increase in electricity supply capacity, or an alteration to the service, the customer shall give notice of his intentions in accordance with the Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).
- (11) Any electrical generation equipment connected or to be connected to the supply mains, and any additions or alterations thereto which may be made from time to time, shall be provided and erected and maintained and kept in good order by the customer at his own expense and in accordance with this by-law and the Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

9. Processing of requests for supply

Applications for the supply of electricity will be processed and the supply made available within the periods stipulated in NRS 047.

10. Servitudes on private property

- (1) The Service Provider may refuse to lay or erect a service connection above or below ground on any thoroughfare or land not vested in the Service Authority or on any private property, unless and until the prospective consumer shall have obtained and deposited with the Service Provider written permission granted by the owner of the said private property or by the person in whom is vested the legal title to the land or thoroughfare as aforesaid exists, as the case may be, authorizing the laying or erection of a service connection thereon.
- (2) If such permission is withdrawn at any time or if the aforesaid private property or thoroughfare changes ownership and the new owner refuses to grant or continue such permission, the cost of any alteration required to be made to a service connection in order that the supply of electricity may be continued, and of any removal thereof which may

become necessary in the circumstances, shall be borne by the consumer to whose premises the supply of electricity is required to be continued.

- (3) A way leave granted in terms of subsection 10 (1) shall be binding on the owner of the property who granted the way leave and his or her successors in title for as long as the electricity connection is operative and may not be withdrawn without permission of the service provider.

11. Statutory Servitude

- (1) Subject to the provisions of sub-section (3) the Service Provider may within the municipal area of the Service Authority:
 - (a) provide, establish and maintain electricity services;
 - (b) acquire, construct, lay, extend, enlarge, divert, maintain, repair, discontinue the use of, close up and destroy electricity supply mains;
 - (c) construct, erect or lay any electricity supply main on, across, through, over or under any street or immovable property and the ownership of any such main shall vest in the Service Provider;
 - (d) do any other thing necessary or desirable for or incidental, supplementary or ancillary to any matter contemplated by paragraphs (a) to (c).
- (2) If the Service Provider constructs, erects or lays any electricity supply main on, across, through, over or under any street or immovable property not owned by the Service Authority or under the control of or management of the Service Authority, the Service Provider shall determine the restrictions to be imposed on the use of the property under a servitude agreement.
- (3) The Service Authority and the owner of such street or property shall enter into a servitude agreement which may include an agreed amount for compensation, or, in the absence of agreement, as determined either by arbitration or a court of law.
- (4) The Service Provider shall, before commencing any work other than repairs or maintenance on or in connection with any electricity supply main on immovable property not owned by the Service Authority or under the control or management of the Service Authority, give the owner or occupier of such property reasonable notice of the proposed work and the date on which it proposes to commence such work.

12. Right of admittance to inspect, test and/or do maintenance work

- (1) The Service Provider shall, through its employees, contractors and their assistants and advisers, have reasonable access to or over any property for the purposes of—
 - (a) doing anything authorised or required to be done by the Service Provider under this by-law or any other law;
 - (b) inspecting and examining any service mains and anything connected therewith;
 - (c) enquiring into and investigating any possible source of electricity supply or the suitability of immovable property for any work, scheme or undertaking of the Service Provider and making any necessary survey in connection therewith;
 - (d) ascertaining whether there is or has been a contravention of the provisions of this by-law or any other law, and
 - (e) enforcing compliance with the provisions of this by-law or any other law,
 - (f) perform vegetation control and clearing under and in the vicinity of overhead lines and related equipment;
- (2) The Service Provider may pay compensation to any person suffering damage as a result of the exercise of the right of access contemplated by sub-section (1), except where the Service Provider is authorised to execute on the property concerned any work at the cost of such person or some other person or to execute on such property any work and recover the cost thereof from such person or some other person, compensation in such amount as may be agreed upon by the Service Provider and such person or, in the absence of agreement, as may be determined by arbitration or court of law.
- (3) The Director may, by notice in writing served on the owner or occupier of any property, require such owner or occupier to provide, on the day and at the hour specified in such notice, access to such property to a person and for a purpose referred to in sub-section (1).
- (4) The Service Provider may gain access to or over any property without notice and may take whatever action as may, in its opinion, be necessary or desirable in consequence of the existence of a state of war or the occurrence of any calamity, emergency, disaster or to protect life or property.

13. Refusal or failure to give information

- (1) No person shall refuse or fail to give such information as may be reasonably required of him/her by any duly authorised official of the Service Provider or render any false information to any such official regarding any electrical installation work completed or contemplated.
- (2) The Service Provider shall not make any information available concerning the supply or account details for any premises to any third party without the express written permission from the consumer who signed the supply agreement for the supply to the premises concerned except to the owner of a property upon written request to the Service Provider.

14. Refusal of admittance

No person shall willfully hinder, obstruct, interfere with or refuse admittance to any duly authorised official of the Service Provider in the performance of his duty under this by-law or of any duty connected therewith or relating thereto.

15. Improper use

- (1) If the consumer uses the electricity for any purpose or deals with the electricity in any manner which the Service

Provider has reasonable grounds for believing interferes in an improper or unsafe manner or is found to interfere in an improper or unsafe manner with the efficient supply of electricity to any other consumer, the Service Provider may disconnect the electricity supply but such supply shall be restored as soon as the cause for the disconnection has been permanently remedied or removed.

- (2) The fee as prescribed by the Service Provider for the disconnection and reconnection shall be paid by the consumer before the electricity supply is restored, unless it can be shown that the consumer did not use or deal with the electricity in an improper or unsafe manner.

16. Electricity tariffs, fees and NMD

- (1) Copies of charges and fees may be obtained free of charge at the offices of the Service Provider
- (2) The customer may apply to change their electricity tariff only once in any consecutive 12 month cycle.
- (3) It is the responsibility of the customer to ensure that they are billed according to the correct electrical tariff.
- (4) The Service provider shall require of any new connection or application for an upgrade of supply to pay the following in terms of the approved policy:
 - a) Direct Connection cost related to the capacity applied for;
 - b) Bulk Services Contributions as per Council approved policy
 - c) The Standard Municipal tariffs
- (5) For Large Power Users the Service Provider may to impose a fixed NMD equivalent to the capacity approved and paid for by the consumer.
- (6) In cases where the approved NMD is undetermined it shall be determined on the maximum utilised demand (kVA) over the average of a maximum of the previous 5 years plus 5% for connections below 2500kVA and 2.5% for connections above 2500kVA.
- (7) The Service Provider has adopted Eskom's NMD rules and related penalties to apply to relevant consumers.
- (8) The Service Provider may limit the supply to a consumer by means of a fuse, breaker or penalty tariff as per the NMD rules.

17. Deposits

- (1) The Service Provider, in terms of a Tariff Policy approved by the Service Authority, reserves the right to require the consumer to deposit a sum of money as security in payment of any charges which are due or may become due to the Service Provider.
- (2) The amount of the deposit in respect of each electricity installation shall be determined by the Director. Each such deposit may be increased if the Director deems the deposit held to be inadequate, or as a result of non-payment, or as a result of tampering, or as a result of unauthorised connections or unauthorised reconnections.
- (3) Such deposit shall not be regarded as being in payment or part payment of any accounts due for the supply of electricity for the purpose of obtaining any discount provided for in the electricity tariff referred to in this by-law.
- (4) On cessation of the supply of electricity, the amount of such deposit, free of any interest, less any payments due to the Service Provider and/or the Service Authority shall be refunded to the consumer.
- (5) The payment of interest on deposits, held in terms of supply agreements by any previous supplier of electricity, shall cease on the date of transfer of such supplies to the Service Provider.

18. Payment of charges

- (1) The consumer shall be liable for all charges listed in the prescribed tariff for the electricity service as approved by the Service Authority. The consumer may also be required to pay all charges of other services supplied by the Service Authority to ensure a continued supply of electricity.
- (2) All accounts shall be deemed to be payable when issued by the Service Provider and each account shall, on its face, reflect the due date and a warning indicating that the supply of electricity may be disconnected should the charges in respect of such supply remain unpaid after the due date.
- (3) An error or omission in any account or failure to render an account shall not relieve the consumer of his obligation to pay the correct amount due for electricity supplied to the premises and the onus shall be on the consumer to satisfy himself/herself that the account rendered is in accordance with the prescribed tariff of charges in respect of electricity supplied to the premises.
- (4) Where a duly authorised official of the Service Provider has visited the premises for the purpose of disconnecting the supply of electricity in terms of sub-section (2) and he/she is obstructed or prevented from effecting such disconnection, the prescribed fee shall become payable for each visit necessary for the purpose of such disconnection.
- (5) After disconnection for non-payment of an account, the prescribed fees and any amounts due for electricity consumed shall be paid, or suitable arrangements have been made in terms of the Service Authority's By-law or Policies, before the electricity supply is re-connected.
- (6) Notwithstanding the fact that an occupier has an agreement for the supply of electricity, should the owner of immovable property apply for a clearance certificate, in terms of section 118, of the Local Government: Municipal Systems Act, 32 of 2000, then such owner will be liable for all charges due to the Service Provider, in respect of the said property, in order to obtain such certificate.

19. Interest payable on overdue accounts

The Service Provider may charge interest on accounts which are not paid by the due date appearing on the account, in terms of an approved Credit Control and Debt Collection Policy and any related indigent support.

20. Principles for the resale of electricity

- (1) Unless authorised by the Director, no person may sell or supply electricity supplied to his or her premises or generated by him or her under an agreement with the Service Provider, to any other person or persons for use on any other premises or permit or allow such resale or supply to take place.
- (2) If electricity is resold for use on the same premises, the provisions of the Electricity Regulation Act, No 4 of 2006 shall apply, as specified in Schedule 2 to the Electricity Regulation Act, No 4 of 2006.
- (3) If electricity is resold for use upon the same premises, the electricity resold shall be measured by a sub meter of a type which has been approved by the South African Bureau of Standards and supplied, installed and programmed in accordance with the standards of the Service Provider.
- (4) The tariff, rates and charges at which and the conditions of sale under which electricity is thus resold shall not be less favourable to the purchaser than those that would have been payable and applicable had the purchaser been supplied directly with electricity by the Service Provider.
- (5) Every reseller shall furnish the purchaser with monthly accounts that are at least as detailed as the relevant billing information details provided by the Service Provider to its electricity consumers.

21. Right to disconnect supply

- (1) The Service Provider may, subject to subsection (2), disconnect the supply of electricity to any premises, which could include the restricting and/or allocation of credit purchases for prepayment meters as set out in the Service Authority's Credit Control and Debt Collection Policy—
 - (a) where the person liable to pay for such supply fails to pay any charge due to the Service Provider in connection with any supply of electricity which he or she may at any time have received from the Service Provider in respect of such premises; or
 - (b) where the Service Authority has requested the Service Provider to disconnect the supply of electricity where there are outstanding municipal service fees, surcharges on fees, property rates and other municipal taxes, levies and duties; or
 - (c) where tampering with the service connection or supply mains has occurred.
- (2) The Service Provider must give a person referred to in subsection (1)(a) and any person residing in the premises notice of—
 - (a) the intention to disconnect electricity supply to the premises of such person;
 - (b) a reasonable opportunity for such person to make representations in respect of the intended disconnection; and
 - (c) all the relevant information including reasons for the intended disconnection and the notice period on or after which the disconnection will be effected.
- (3) The Service Provider may disconnect the supply of electricity to any premises without notice under the following circumstances:
 - (a) where there is a case of grave risk to any person or property; or
 - (b) for reasons of community safety or the safety of emergency personnel.
- (4) For circumstances other than listed in sub-section (1) and (2), where any of the provisions of this By-law or the Regulations are being contravened, the Service Provider shall give the person concerned fourteen days' notice to remedy his or her default prior to disconnection.
- (5) After the disconnection contemplated in subsection (1), the fee as prescribed by the Service Provider for such disconnection or the reconnection of the service shall be paid by the person concerned.
- (6) In the case where an installation has been illegally reconnected on a consumer's premises after having been previously legally disconnected by the Service Provider, or in the case where the Service Provider's electrical equipment has been tampered with to prevent the full registration of consumption by the meter, the electricity supply may be physically removed from those premises.

22. Non-liability of the Service Authority or Service Provider

Neither the Service Authority nor the Service Provider shall be liable for any loss or damage, direct or consequential, suffered or sustained by a consumer as a result of or arising from the cessation, interruption or any other abnormality of the supply of electricity, unless caused by negligence on the part of the Service Authority or the Service Provider.

23. Leakage of electricity

Under no circumstances shall any rebate be allowed on the account for electricity supplied and metered in respect of electricity wasted owing to leakage or any other fault in the electrical installation.

24. Failure of supply

- (1) The Service Provider does not undertake to attend to a failure of supply of electricity due to a fault in the electrical installation of the consumer, except when such failure is due to the operation of the service protective device of the Service Provider.
- (2) When any failure of supply of electricity is found to be due to a fault in the electrical installation of the consumer or to the faulty operation of apparatus used in connection therewith, the Service Provider shall have the right to charge the consumer the fee as prescribed by the Service Provider for each restoration of the supply of electricity in addition to the cost of making good or repairing any damage which may have been done to the service main and meter by such fault or faulty operation as aforesaid.

25. Seals of the Service Provider

The meter, service protective devices and all apparatus belonging to the Service Provider shall be sealed or locked by a duly authorised official of the Service Provider, and no person not being an official of the Service Provider duly authorised thereto shall in any manner or for any reason whatsoever remove, break, deface, or tamper or interfere with such seals or locks.

26. Tampering with service connection or supply mains

- (1) No person shall in any manner or for any reason whatsoever tamper with, interfere with, vandalize, fix advertising medium to, or deface any meter or metering equipment or service connection or service protective device or supply mains or any other equipment of the Service Provider or illegally connect into the electricity wiring of any other consumer.
- (2) Where prima facie evidence exists of a consumer and/or any person having contravened sub-section (1), the Service Provider may disconnect the supply of electricity to the consumer, and that person shall be liable for all fees and charges levied by the Service Provider for such disconnection.
- (3) Where interference or damage is caused by any individual, having contravened sub-section (1), legal action may be instituted against such individual.
- (4) Where a consumer and/or any person has contravened sub-section (1) and such contravention has resulted in the meter recording less than the true consumption, the Service Provider shall have the right to recover from the consumer the full cost of his estimated consumption.
- (5) The determination by the Service Provider shall be prima facie evidence of such consumption.
- (6) Any alterations required to the service provider's supply mains shall be at the applicants cost.
- (7) No person may in any manner or for any reason whatsoever illegally connect onto the electrical installation of any other customer of the Service Provider.
- (8) The Service Provider may address illegal connections in terms of the approved Illegal Connection Strategy

27. Protection of Service Provider's supply mains

- (1) No person shall, without having in his possession on site a Wayleave and a Civil Work Permit issued by the Service Provider and subject to such conditions as may be imposed—
 - (a) construct, erect or lay, or permit the construction, erection or laying of any building, structure or other object, or plant trees or vegetation over or in such a position or in such a manner as to interfere with or endanger the supply mains,
 - (b) excavate, open up, remove the ground or alter the ground level, above, next to, under or near any part of the supply mains, or in any area falling under the jurisdiction of the Supply Authority,
 - (c) damage, endanger, remove or destroy, or do any act likely to damage, endanger or destroy any part of the supply mains,
 - (d) make any unauthorised connection to any part of the supply mains or divert or cause to be diverted any electricity there from.
- (2) The owner or occupier shall limit the height of trees or length of projecting branches in the proximity of overhead lines or provide a means of protection which in the opinion of the Service Provider will adequately prevent the tree from interfering with the conductors should the tree or branch fall or be cut down.
- (3) Should the owner fail to observe this provision the Service Provider shall have the right, after prior written notification, or at any time in an emergency, to cut or trim the trees or other vegetation in such a manner as to comply with this provision and shall be entitled to enter the property for this purpose.
- (4) The Service Provider may subject to obtaining an order of court demolish, alter or otherwise deal with any building, structure or other object constructed, erected or laid in contravention with this by-law.
- (5) The Service Provider may in the case of an emergency or disaster remove anything damaging, obstructing or endangering or likely to damage, obstruct, endanger or destroy any part of the electrical distribution system.
- (6) Any alterations required to the Service Provider's supply main shall be at the applicants cost.

28. Prevention of tampering with service connection or supply mains

If the Director decides that it is necessary or desirable to take special precautions in order to prevent tampering with any portion of the supply mains, service connection or service protective device or meter or metering equipment, the

consumer shall either supply and install the necessary protection or pay the costs involved where such protection is supplied by the Service Provider.

29. Unauthorised connections

- (1). No person other than a person whom the Service Provider specifically authorises in writing to do so may directly or indirectly connect, attempt to connect or cause or permit the connection of a new electrical installation or part of a new electrical installation to the supply mains or service connection.
- (2). In the case where an electrical installation has been illegally connected on a customer's premises in contravention of this by-law, any policy or guideline issued by the Service Provider and/or the Regulations, the Service Provider may disconnect the connection of the electrical installation to the service providers distribution network.
- (3). The Service Provider must give a person referred to in subsection (3) and any person residing in the premises notice of
 - a) the intention to disconnect the electrical installation of such person;
 - b) a reasonable opportunity for such person to make representations in respect of the intended disconnection; and
 - c) all the relevant information including reasons for the intended disconnection and the notice period on or after which the disconnection will be effected.
- (4). For circumstances other than listed in sub-section (5), where any of the provisions of this by-law or the Regulations are being contravened, the Service Provider shall give the person concerned fourteen days' notice to remedy his or her default prior to disconnection.
- (5). The Service Provider may disconnect the supply of electricity to any premises or the connection of any electrical installation without notice under the following circumstances;
 - a) where there is a case of grave risk to any person or property; or
 - b) for reasons of community safety or the safety of emergency personnel.
- (6). After the disconnection contemplated in subsection (1), the fee as prescribed by the Service Provider for such disconnection or the reconnection of the service shall be paid by the person concerned.
- (7). In the case where an installation has been illegally reconnected on a customer's premises after having been previously legally disconnected by the Service Provider, or in the case where the Service Provider's electrical equipment has been tampered with to prevent the full registration of consumption by the meter, the electricity supply may be physically removed from those premises.

30. Unauthorised reconnections

- (1) No person other than a person specifically authorised thereto by the Director in writing shall reconnect, attempt to reconnect or cause or permit to be reconnected to the supply mains or service connection any electrical installation or installations which has or have been disconnected by the Service Provider.
- (2) Where the supply of electricity that has previously been disconnected is found to have been reconnected, the consumer using the supply of electricity shall be liable for all charges for electricity consumed between the date of disconnection and the date the electricity supply was found to be reconnected and any other charges raised in this regard.
- (3) Furthermore, the Service Provider reserves the right to remove part or all of the supply equipment until such time as payment has been received in full. In addition, the consumer will be responsible for all the costs associated with the reinstatement of such supply equipment.

31. Temporary disconnection and reconnection

- (1) The Service Provider shall, at the request of the consumer, temporarily disconnect and reconnect the supply of electricity to the consumer's electrical installation upon payment of the fee as prescribed by the Service Provider for each such disconnection and subsequent reconnection.
- (2) The Service Provider may inspect the service connection and/or require a Certificate of Compliance to be submitted before reconnecting the supply.
- (3) In the event of the necessity arising for the Service Provider to effect a temporary disconnection and reconnection of the supply of electricity to a consumer's electrical installation and the consumer is in no way responsible for bringing about this necessity, the Service Provider shall waive payment of the fee hereinbefore referred to.
- (4) The Service Provider may only under exceptional circumstances temporarily disconnect the supply of electricity to any premises without notice, for the purpose of effecting repairs or carrying out tests or for any other legitimate purpose and in all other instances adequate notice shall be given.

32. Temporary supplies

It shall be a condition of the giving of any temporary supply of electricity, as defined in this by-law, that, if such supply is found to interfere with the efficient and economical supply of electricity to other consumers, the Service Provider shall have the right, with notice, or under exceptional circumstances without notice, to terminate such temporary supply at any time and, neither the Service Authority nor the Service Provider shall be liable for any loss or damage occasioned by the consumer by such termination.

33. Temporary work

- (1) Electrical installations requiring a temporary supply of electricity shall not be connected directly or indirectly to the supply mains except with the special permission in writing of the Director.
- (2) Full information as to the reasons for and nature of such temporary work shall accompany the application for the aforesaid permission, and the Director may refuse such permission or may grant the same upon such terms and conditions as it may appear desirable and necessary.

34. Load reduction

- (1) At times of peak load, or in an emergency, or when, in the opinion of the Director, it is necessary for any reason to reduce or limit the load on the electricity supply system of the Service Provider, the Service Provider may without notice interrupt and, for such period as the Director may deem necessary, discontinue the electricity supply to any consumer's electrically operated thermal storage water heater or any specific appliance or the whole installation.
- (2) Neither the Service Authority nor the Service Provider shall be liable for any loss or damage directly or consequentially due to or arising from such interruption and discontinuance of the electricity supply.
- (3) The Service Provider may install upon the premises of the consumer such apparatus and equipment as may be necessary to give effect to the provisions of sub-section (1), and any duly authorised official of the Service Provider may at any reasonable time enter any premises for the purpose of installing, inspecting, testing adjusting and/or changing such apparatus and equipment.
- (4) Notwithstanding the provisions of sub-section (3), the consumer or the owner, as the case may be, shall, when installing an electrically operated water storage heater, provide such necessary accommodation and wiring as the Service Provider may decide to facilitate the later installation of the apparatus and equipment referred to in sub-section (3).
- (5) Any owner or consumer having or occupying premises with electrically operated thermal storage water heaters, shall install an Energy Control Unit, such as to prevent the primary water storage heater and electric stove being operated simultaneously. *(From promulgation of these bylaws)*
- (6) The owner or consumer shall not remove, disable or bypass any load reduction or limiting equipment installed as mentioned in sub-sections (3) and (5)

35. High, medium and low voltage switchgear and equipment

- (1) In cases where a supply of electricity is given at high, medium or low voltage, the supply and installation of the switchgear, cables and equipment forming part of the service connection shall, unless otherwise approved by the Director, be paid for by the consumer.
- (2) All such equipment installed on the consumer's premises shall be compatible with the Service Provider's electrical performance standards.
- (3) No person shall open, close, isolate, link or earth high or medium voltage switchgear or equipment without giving reasonable prior notice to the Service Provider's System Control Centre.
- (4) In the case of a high or medium voltage supply of electricity, where the consumer has high or medium voltage switchgear installed, the Service Provider shall be advised of the competent person appointed by the consumer in terms of the Regulations, and of any changes made to such appointments.
- (5) In the case of a low voltage supply of electricity, the consumer shall provide and install a low voltage main switch and/or any other equipment required by the Service Provider or any duly authorised official of the Service Provider
- (6) In the case where generators of any kind are installed on the owners premises, he or she must ensure that the necessary safety isolation equipment as prescribed by the service provider's safety standards are installed to prevent any back feed of electricity after the municipal network has been disconnected

36. Substation accommodation

- (1) The Service Provider may, on such conditions as may be deemed fit by the Director, require the owner to provide and maintain accommodation which shall constitute a substation and which shall consist of a separate building or a room or rooms within a building to be used exclusively for the purpose of housing high, medium or low voltage cables and switchgear, transformers and other equipment necessary for the supply of electricity.
- (2) The substation accommodation shall comply with specified requirements and dimensions determined by the Service Provider and shall incorporate adequate lighting, ventilation, fire prevention and fire extinguishing measures. In the case of a substation within a room or room's the cost of maintaining the fixed installation will be the property owner's responsibility.
- (3) The substation accommodation shall be situated on ground floor level and provide 24-hour, unhindered access directly from a public road for purposes connected with the operation and maintenance of the equipment. Unhindered vehicular access to the substation entrance door from the adjacent public road shall be ensured.
- (4) The Service Provider shall have the right to supply its own networks and provide electricity services to consumers other than the consumer on whose property the substation is located from its own equipment installed in such

accommodation

- (5) If additional accommodation is required by the Service Provider to supply its own networks, such additional accommodation shall be provided by the owner at the cost of the Service Provider.
- (6) Should the substation be required to provide electricity services to consumers other than the consumer on whose property the substation is located the Service Provider may require—
 - (a) in the case of a substation building that the land on which the substation is located be subdivided from the parent property and registered in favour of the Service provider. If the provision of the substation is a condition of subdivision, the owner shall not be entitled to any compensation for the subdivided land on which the substation is located. If the provision of the substation is a condition of supply the owner shall be entitled to compensation by the Service Provider for the value of the land and the substation building in proportion to the portion used to provide electricity services to other consumers.
 - (b) in the case of a substation room or rooms within a building of the owner's that is used for other purposes, that a servitude be registered in favour of the Service Authority, protecting the rights of the Service Provider with respect to volume taken up by the substation room or rooms. The owner shall be entitled to compensation by the Service Provider for the value of the servitude covering the substation room or rooms in proportion to the portion used to provide electricity services to other customers.
- (7) The Director may instruct the owner to relocate, with reasonable dispatch and at the cost of the owner, the substation accommodation to a new position where in the opinion of the Director, the accommodation—
 - (a) is no longer readily accessible;
 - (b) has become a danger to life or property; or
 - (c) has for justifiable reasons become unsuitable.
- (8) Existing servitudes must be cancelled and new servitudes must be registered in favour of the Service Provider, where required, at the cost of the owner.

37. Wiring diagram and specification

- (1) When more than one electrical installation or electricity supply from a common main or more than one distribution board or meter is required for any building or block of buildings, the wiring diagram of the circuits starting from the main switch and a specification shall on request be supplied to the Service Provider in duplicate for written consent before the work commences.
- (2) Where an electrical installation is to be supplied from a substation on the same premises on which the current is transformed from medium voltage, or from one of the substations of the Service Provider through mains separate from the general distribution system, a complete specification and drawings for the plant to be installed by the consumer shall, if so required, be forwarded to the Service Provider for written consent before any material in connection therewith is ordered.

38. Standby supply

38. No person shall be entitled to a standby supply of electricity from the Service Provider for any premises having a separate source of electricity supply except with the written consent of the Director and subject to such terms and conditions as may be laid down by the Director.

39. Consumer's electricity generation equipment in line with generation policy

- (1) No electricity generation equipment provided by a consumer in terms of any Regulations or for his own operational requirements shall be connected to any installation without the prior written consent of the Director.
- (2) Application for such consent shall be made in writing and shall include a full specification of the equipment and a wiring diagram and if approved will be installed in terms of Council requirements and SANS 1042.
- (3) The electricity generation equipment shall be so designed and installed that it is impossible for the Service Provider's supply mains to be energized by means of a back-feed from such equipment.
- (4) The position of the installed generating equipment shall not interfere with the supply mains the generating equipment must be installed entirely on the consumer's premises.
- (5) The consumer shall be responsible for providing and installing all such protective equipment and for obtaining a Certificate of Compliance issued in terms of the Regulations for the work carried out, including a meter capable of metering reverse energy
- (6) Where by special agreement with the Service Provider, the consumer electricity generation equipment is permitted to be electrically coupled to, and run in parallel with the Service Provider's supply mains, the consumer shall be responsible for providing, installing and maintaining all the necessary synchronizing and protective equipment required for such safe parallel operation, to the satisfaction of the Director.
- (7) Under normal operating conditions, any export of surplus energy from the consumer to the Service Provider's network shall be subject to special agreement with the Service Provider.
- (8) In the event of a general power failure on the service provider's network protection equipment shall be installed by the consumer, subject to the Director's approval, so as to ensure that the consumer's installation is isolated from the Service Providers network until normal operating conditions are restored. The cost of any specialized metering equipment will be for the consumer's account.

40. Technical Standards

- (1) The Director may from time to time issue Technical Standards detailing the requirements of the Service Provider regarding matters not specifically covered in the Regulations or this by-law but which are necessary for the safe, efficient operation and management of the supply of electricity.
- (2) The Service provider shall only take over installations and networks that was done according to the approved standards and that was inspected, tested and signed off by an accredited person. Service agreement
- (3) A valid service agreement, signed by the relevant parties will in addition to the above, be required before the service provider takes over any installations or networks.

CHAPTER 3

RESPONSIBILITIES OF CONSUMERS

41. Consumer to erect and maintain electrical installation

Any electrical installation connected or to be connected to the supply mains, and any additions or alterations thereto which may be made from time to time, shall be provided and erected and maintained and kept in good order by the consumer at his own expense and in accordance with this by-law and the Regulations.

42. Fault in electrical installation

- (1) If any fault develops in the electrical installation, which constitutes a hazard to persons, livestock or property, the user of the electrical installation shall immediately disconnect the electricity supply.
- (2) The user of the electrical installation shall without delay give notice thereof to the Service Provider and shall immediately take steps to remedy the fault.
- (3) The Service Provider may require the consumer to reimburse it for any expense to which it may be put in connection with a fault in the electrical installation.
- (4) The consumer is responsible for installing the necessary suitable devices to protect any electrical apparatus or equipment that may be sensitive to interruption of power or phase, surges, rotation, spikes, dips, or other electrical system disturbances that may occur.

43. Discontinuance of use of supply

- (1) In the event of a consumer desiring to discontinue using the electricity supply, he/she shall give at least two full working days' notice in writing of such intended discontinuance to the Service Provider, failing which he/she shall remain liable for all payments due in terms of the tariff for the supply of electricity until the expiration of two full working days after such notice has been given.
- (2) The Service provider reserves the right to remove any of it's infrastructure to the property and reallocate the capacity to another property, subject to the following:
 - a) Should the customer wish to allocate the available capacity to the property after discontinuance of the supply, availability charges for such a connection shall be payable;
 - b) Should the availability charges not have been paid by the property and a re-connection is required, the Service provider shall deal with this application as being a new connection.
 - c) In the event of a Consumer not recording any electrical consumption on a service connection for more than two years and in addition to which such consumer has not paid the relevant availability or basic tariff for more than a year. Then service provider may classify the service connection as abandoned.
 - d) A service connection classified as abandoned as in (c) above, may be dismantled and removed or left in situ at service providers discretion.
 - e) Should a Consumer request a replacement or reinstatement of a service connection previously removed by Council due to it being classified as abandoned, such consumer shall be liable to pay the relevant new service connection costs as determined by Council from time to time

44. Change of consumer

- (1) Two full working days' notice in writing shall be given to the Service Provider of the intention to discontinue using the electricity supply. The consumer shall remain liable for such supply until the supply is terminated by the Service Provider.
- (2) Where premises are fitted with pre-payment meters, any existing electricity supply agreement will terminate on change of ownership of the premises and the new owner shall replace the previous owner as the consumer.
- (3) Where premises are not fitted with prepayment meters any existing electricity supply agreement will not terminate on change of ownership of the premises, although the new owner shall replace the previous owner as the consumer.
- (4) The Director may impose conditions, which may include the withholding of the electricity supply to premises, in cases where the previous consumer's electricity account at that premises is in arrears.

45. Service apparatus

- (1) The consumer shall be liable for all costs to the Service Provider arising from damage to or loss of any metering equipment, service protective device, service connection or other apparatus on the premises, unless such damage or loss is shown to have been occasioned by an Act of God or an act or omission of an employee of the Service Provider

- or caused by an abnormality in the supply of electricity to the premises.
- (2) If, during a period of disconnection of an installation from the supply mains, the service main, metering equipment or any other service apparatus, being the property of the Service Provider and having been previously used, have been removed without its permission or have been damaged so as to render reconnection dangerous, the owner or occupier of the premises, as the case may be, during such period shall bear the cost of overhauling and/or replacing such equipment.
 - (3) Where there is a common metering position, the liability detailed in sub-section (1) shall devolve on the owner of the premises.
 - (4) The amount due in terms of sub-section (1) shall be evidenced by a certificate from the Director which shall be final and binding.

CHAPTER 4

SPECIFIC CONDITIONS OF SUPPLY

46. Service connection

- (1) The consumer shall bear the cost of the service connection, as approved by the Service Provider.
- (2) Notwithstanding the fact that the consumer bears the cost of the service connection, ownership of the service connection shall vest in the Service Provider, the Service Provider shall be responsible for the maintenance of such service connection up to the point of supply.
- (3) The consumer shall not be entitled to any compensation from the Service Provider in respect of such service connection.
- (4) The work to be carried out by the Service Provider at the cost of the consumer for a service connection to the consumer's premises shall be determined by the Director.
- (5) The consumer shall provide, fix and/or maintain on his premises such ducts, wire ways, trenches, fastenings and clearance to overhead supply mains as may be required by the Director for the installation of the service connection.
- (6) Unless otherwise approved by the Director each registered erf shall only be provided with one service connection.
- (7) Where two or more premises belonging to one owner are situated on adjacent erven and the owner operates the properties in a consolidated manner, for safety considerations, only a single bulk supply of electricity shall be made available to such erven.
- (8) Any covers of a wire way carrying the supply circuit from the point of supply to the metering equipment shall be made to accept the seals of the Service Provider.
- (9) Within the meter box, the service conductor or cable, as the case may be, shall terminate in an unobscured position and the conductors shall be visible throughout their length when cover plates, if present, are removed.
- (10) In the case of blocks of buildings occupied by a number of individual consumers, separate wire ways and conductors or cables shall be laid from the common metering room or rooms to each individual consumer in the blocks of buildings. Alternatively, if trunking is used, the conductors of the individual circuits shall be clearly identified (tied together every 1,5m) throughout their length. A check meter shall be installed on the erf boundary should a prepayment metering system be installed. The cost for the check meter shall be for the customer's account.
- (11) Only one connection per erf shall be allowed.

47. Metering accommodation

- (1) The consumer shall, if required by the Director, provide accommodation in an approved position, the meter board and adequate conductors for the Service Provider's metering equipment, service apparatus and protective devices.
- (2) Such accommodation and protection shall be provided and maintained, to the satisfaction of the Director, at the cost of the consumer or the owner, as the circumstances may demand, and shall be situated, in the case of credit meters, at a point to which free and unrestricted access shall be had at all reasonable hours for the reading of meters but at all times for purposes connected with the operation and maintenance of the service equipment.
- (3) Access at all reasonable hours shall be afforded for the inspection of prepayment meters.
- (4) Where sub metering equipment is installed, accommodation separate from the Service Provider's metering equipment shall be provided.
- (5) The consumer or, in the case of a common meter position, the owner of the premises shall provide a distribution board from which to supply adequate electric lighting and power in the space set aside for accommodating the metering equipment and service apparatus.
- (6) Where in the opinion of the Director the position of the meter, service connection, protective devices or main distribution board is no longer readily accessible or becomes a danger to life or property or in any way becomes unsuitable, the consumer shall remove it to a new position, and the cost of such removal, which shall be carried out with reasonable dispatch, shall be borne by the consumer.
- (7) The accommodation for the Service Provider's metering equipment and protective devices may, if approved, include the consumer's main switch and main protective devices.
- (8) No apparatus other than that used in connection with the supply of electricity and use of electricity shall be installed or stored in such accommodation unless approved.
- (9) All new connections (for developments) shall make provision for a metering unit according to the Municipal standards on the erf boundary for the purpose of control and metering.

- (10) The service connection shall include communication pilot wires where applicable

CHAPTER 5
SYSTEMS OF SUPPLY

48. Nominal supply voltage

The nominal supply voltage at which a supply is given shall be determined by the Service Provider as necessitated by technical considerations to ensure the efficient operation of the supply mains.

49. Load requirements

Alternating current supplies shall be given as prescribed by the Electricity Regulation Act, 2006 (Act 4 of 2006), and in the absence of a quality of supply agreement, as set out in the applicable standard specification.

50. Load limitations

- (1) Where the estimated load, calculated in terms of the safety standard, does not exceed 16 kVA, the electrical installation shall be arranged for a two-wire single-phase supply of electricity, unless otherwise approved by the Director.
- (2) Where a three-phase four-wire supply of electricity is provided, the load shall be approximately balanced over the three phases but the maximum out-of-balance load shall not exceed 16kVA, unless otherwise approved by the Director.
- (3) No current-consuming appliance, inherently single phase in character, with a rating which exceeds 16kVA shall be connected to the electrical installation without the prior approval of the Director.

51. Interference with other persons' electrical equipment

- (1) No person shall operate electrical equipment having load characteristics which, singly or collectively, give rise to voltage variations, harmonic currents or voltages, or unbalanced phase currents which fall outside the applicable standard specification.
- (2) The assessment of interference with other persons' electrical equipment shall be carried out by means of measurements taken at the point of common coupling.
- (3) Should it be established that undue interference is in fact occurring, the consumer shall, at his/her own cost, install the necessary equipment to filter out the interference and prevent it reaching the supply mains.

52. Supplies to motors

Unless otherwise approved by the Director the rating of motors shall be limited as follows:

- (a) Limited size for low voltage motors rating of a low voltage single-phase motor shall be limited to 2kW and/or the starting current shall not exceed 70 All motors exceeding these limits shall be wound for three phases at low voltage or such higher voltage as may be required.
- (b) Maximum starting and accelerating currents of three-phase alternating current motors.—
The starting current of three-phase low voltage motors permitted shall be related to the capacity of the consumer's service connection, as follows:

Insulated service cable, size in mm ² , copper equivalent mm ²	Maximum permissible starting current A	Maximum motor rating in kW		
		Direct on line (6x full-load current)	Star/Delta (2,5 x full-load current)	Other means, including soft starters (1,5 x full-load current)
		kW	kW	kW
16	72	6	13,5	23
25	95	7,5	18	30
35	115	9	22	36,5
50	135	10	25	45
70	165	13	31	55
95	200	16	38	67
120	230	18	46	77
150	260	20	52	87

- (c) Consumers supplied at medium voltage—

In an installation supplied at medium voltage the starting current of a low voltage motor shall be limited to 1,5 times the rated full-load current of the transformer supplying such a motor. The starting arrangement for medium voltage motors

shall be subject to the approval of the Director.

53. Power factor

- (1) If required by the Director, the power factor of any load shall be maintained within the limits 0,85 lagging and 0,9 leading.
- (2) Where, for the purpose of complying with sub-section (1), it is necessary to install power factor corrective devices, such corrective devices shall be connected to the individual appliance terminals unless the correction of the power factor is automatically controlled.
- (3) The consumer shall, at his/her own cost, install such corrective devices.

54. Protection

Electrical protective devices for motors shall be of such a design as effectively to prevent sustained overcurrent and single phasing, where applicable.

CHAPTER 6

MEASUREMENT OF ELECTRICITY

55. Metering

- (1) The Service Provider shall, at the consumer's cost in the form of a direct charge or prescribed fee, provide, install and maintain appropriately rated metering equipment at the point of metering for measuring the electricity supplied or generated.
- (2) Except in the case of prepayment meters, the electricity used by a consumer during any metering period shall be ascertained by the reading of the appropriate meter or meters supplied and installed by the Service Provider and read at the end of such period except where the metering equipment is found to be defective, or the Service Provider invokes the provisions of section 59(b) of this by-law, in which case the consumption for the period shall be estimated.
- (3) Where the electricity used or generated by a consumer is charged at different tariff rates, the consumption shall be metered separately for each rate.
- (4) The Service Provider reserves the right to meter the supply to blocks of shops and flats, tenement-houses and similar buildings for the buildings as a whole, or for individual units, or for groups of units.
- (5) No alterations, repairs or additions or electrical connections of any description shall be made on the supply side of the point of metering unless specifically approved in writing by the Director.

56. Accuracy of metering

- (1) A meter shall be conclusively presumed to be registering accurately if its error, when tested in the manner prescribed in sub-section (5) hereof, is found to be within the limits of error as provided for in the applicable standard specifications.
- (2) The Service Provider shall have the right to test its metering equipment. If it is established by test or otherwise that such metering equipment is defective, the Service Provider shall -
 - (i) in the case of a credit meter, adjust the account rendered;
 - (ii) in the case of prepayment meters, (a) render an account where the meter has been under-registering, or (b) issue a free token where the meter has been over-registering;in accordance with the provisions of sub-section (6).
- (3) The consumer shall be entitled to have the metering equipment tested by the Service Provider on payment of the prescribed fee. If the metering equipment is found not to comply with the system accuracy requirements as provided for in the applicable standard specifications, an adjustment in accordance with the provisions of sub-sections (2) and (6) shall be made and the aforesaid fee shall be refunded.
- (4) In case of a dispute, the consumer shall have the right at his own cost to have the metering equipment under dispute tested by an approved independent testing authority, and the result of such test shall be final and binding on both parties.
- (5) Meters shall be tested in the manner as provided for in the applicable standard specifications.
- (6) When an adjustment is made to the electricity consumption registered on a meter in terms of sub-section (2) or (3), such adjustment shall either be based on the percentage error of the meter as determined by the test referred to in sub-section (5) or upon a calculation by the Service Provider from consumption data in its possession. Where applicable, due allowance shall be made, where possible, for seasonal or other variations which may affect the consumption of electricity.
- (7) When an adjustment is made as contemplated in sub-section (6), the adjustment may not exceed a period of three years proceeding the date on which the metering equipment was found to be inaccurate. The application of this section does not bar a consumer from claiming back overpayment for any longer period where the consumer is able to prove the claim in the normal legal process.
- (8) Where the actual load of a consumer differs from the initial estimated load provided for under section 8(1) to the extent that the Service Provider deems it necessary to alter or replace its metering equipment to match the load, the costs of such alteration or replacement shall be borne by the consumer.

- (9) (a) Prior to the Service Provider making any upward adjustment to an account in terms of sub-section (6), the Service Provider shall -
- (i) notify the consumer in writing of the monetary value of the adjustment to be made and the reasons therefor;
 - (ii) in such notification provide sufficient particulars to enable the consumer to submit representations thereon, and - verification?
 - (iii) Call upon the consumer in such notice to provide it with reasons in writing, if any, within 21 days or such longer period as the Director may permit why his/her account should not be adjusted as notified.
- (b) Should the consumer fail to make any representations during the period referred to in sub-section 9(a)(iii) the Service Provider shall be entitled to adjust the account as notified in sub-section 9(a)(i).
- (c) The Director shall consider any reasons provided by the consumer in terms of sub-section (9)(a) and shall, if satisfied that a case has been made out therefor, adjust the account appropriately.
- (d) If the Director decides after having considered the representation made by the consumer that such representations do not establish a case warranting an amendment to the monetary value established in terms of sub-section (6), the Service Provider shall be entitled to adjust the account as notified in terms of sub-section 9(a)(i), subject to the consumer's right to appeal the decision of the official in terms of section 62 of the Municipal Systems Act, 2000.

57. Reading of credit meters

- (1) Unless otherwise prescribed in the applicable standard specification, credit meters shall normally be read at intervals of one month and the fixed or minimum charges due in terms of the tariff shall be assessed accordingly. The Service Provider shall not be obliged to effect any adjustments to such charges.
- (2) If for any reason the credit meter cannot be read, the Service Provider may render an estimated account. The electrical energy consumed shall be adjusted in a subsequent account in accordance with the electrical energy actually consumed.
- (3) When a consumer vacates a property and a final reading of the meter is not possible, an estimation of the consumption may be made and the final account rendered accordingly.
- (4) If a special reading of the meter is desired by a consumer, this may be obtained upon payment of the prescribed fee.
- (5) If any calculating, reading or metering error is discovered in respect of any account rendered to a consumer, the error shall be corrected in subsequent accounts. Any such correction shall only apply in respect of accounts for a period of three years preceding the date on which the error in the accounts was discovered, and shall be based on the actual tariffs applicable during the period. The application of this section does not prevent a consumer from claiming back overpayment for any longer period where the consumer is able to prove the claim in the normal legal process.

58. Prepayment metering

- (1) No refund of the amount tendered for the purchase of electricity credit shall be given at the point of sale after initiation of the process by which the prepayment meter token is produced.
- (2) Copies of previously issued tokens for the transfer of credit to the prepayment meter may be issued at the request of the consumer.
- (3) When a consumer vacates any premises where a prepayment meter is installed, no refund for the credit remaining in the meter shall be made to the consumer by the Service Provider.
- (4) The Service Provider shall not be liable for the reinstatement of credit in a prepayment meter lost due to tampering with, or the incorrect use or the abuse of, prepayment meters and/or tokens.
- (5) Where a consumer is indebted to the Service Provider for electricity consumed or to the Service Authority for any other service supplied by the Service Authority (including rates) or for any charges previously raised against him/her in connection with any service rendered, the Service Provider may deduct a percentage from the amount tendered to offset the amount owing to the Service Authority and/or the Service Provider, as set out in the section 5 agreement for the supply of electricity.
- (6) The Service Provider may, at its discretion, appoint vendors for the sale of credit for prepayment meters and shall not guarantee the continued operation of any vendor.

**CHAPTER 7
ELECTRICAL CONTRACTORS**

59. Electrical contractors' responsibilities

- In addition to the requirements of the Regulations the following requirements shall apply:
- (a) Where an application for a new or increased supply of electricity has been made to the Service Provider, the Director may at his/her discretion accept notification of the completion of any part of an electrical installation, the circuit arrangements of which permit the electrical installation to be divided up into well-defined separate portions, and such part of the electrical installation may, at the discretion of the Director, be inspected, tested and connected to the supply mains as though it were a complete installation.
 - (b) The examination, test and inspection that may be carried out at the discretion of the Director in no way relieves the electrical contractor/ registered person or the user or lessor, as the case may be, from his responsibility for any defect in the installation. Such examination, test and inspection shall not be taken under any circumstances (even where the electrical installation has been connected to the supply mains) as indicating or guaranteeing in any way that the

electrical installation has been carried out efficiently with the most suitable materials for the purpose or that it is in accordance with this by-law or the safety standard, and neither the Service Authority nor the Service Provider shall be held responsible for any defect or fault in such electrical installation.

- (c) The Service provider shall not be held responsible for the work done by the electrical contractor/accredited person on a consumer's premises and shall not in any way be responsible for any loss or damage which may be occasioned by fire or by any accident arising from the state of the wiring on the premises.

60. Work done by electrical contractors

Neither the Service Authority nor the Service Provider shall be held responsible for the work done by the electrical contractor/registered person on a consumer's premises and shall not in any way be responsible for any loss or damage which may be occasioned by fire or by any accident arising from the state of the wiring on the premises.

CHAPTER 8

COST OF WORK

61. Repair of damage

The Service Provider may repair and make good any damage done in contravention of this by-law or resulting from a contravention of this by-law. The cost of any such work carried out by the Service Provider which was necessary due to the contravention of this by-law, shall be to the account of the person who acted in contravention of this by-law.

CHAPTER 9

PENALTIES

62. (1) Any person who contravenes any of the provisions of sections 5, 7, 13, 14, 20, 25, 26, 27, 29, 30, 38 and 39 of this by-law shall be guilty of an offence. (2) Any person who continues to commit an offence after notice has been served on him/her to cease committing such offence or after he/she has been convicted of such offence shall be guilty of a continuing offence.
- (3) Any person convicted of an offence under this by-law for which no penalty is expressly provided shall be liable to a fine not exceeding ten thousand rands or imprisonment for a period not exceed six months or to such imprisonment without the option of a fine or to both such fine and such imprisonment and, in the case of a continuing offence, to an additional fine not exceeding two hundred rands or additional imprisonment for a period not exceeding ten days or to such additional imprisonment without the option of a fine or to both such additional fine and imprisonment for each day on which such offence is continued.
- (4) Every person committing a breach of the provisions of this by-law shall be liable to recompense the Service Authority and/or the Service Provider for any loss or damage suffered or sustained by it in consequence of such breach.

CHAPTER 10

63. Norms, standards and guidelines

- (1) The Service Provider may from time to time issue Technical Standards detailing the requirements of the Service Provider regarding matters not specifically covered in this by-law but which are necessary for the safe, efficient operation and management of the electrical generation equipment.
- (2) The Service Provider may determine and publish norms, standards and guidelines which prescribe appropriate measures to save energy or to reduce the use of electricity and such norms standards and guidelines must be kept in the form of an operational manual.
- (3) The norms, standards and guidelines contemplated in subsection (1) may differentiate between communities, geographical areas and different kinds of premises.

64. Transitional arrangement

- (1) Electrical installation work or any service connection or any other electrical work authorized by the Service provider prior to the commencement of this by-law or such electrical installation work or service connection or any other electrical work authorized by the Service provider, in progress on that date, shall be deemed to have been authorized in terms of this by-law; and the Service provider may for a period of 90 days after commencement of this by-law authorize installation work in accordance with the by-laws that regulated that work immediately prior to the promulgation of this by-law.
- (2) Any approval, consent or exemption granted under the by-law repealed in terms of this by-law shall subject to the provisions of this by-law., remain valid.
- (3) The Service provider may if its opinion any electrical installation work or any service connection or any other electrical work authorized by the Service provider prior to commencement of this by-law no longer complies with the provisions of this by-law. or any other law., is dangerous, so defective or in a condition that could cause waste or undue consumption of electricity, pollution to the environment or a health hazard or any other matter of concern to the service provider, the service provider may by notice require the consumer with the provisions of this by-law.
- (65) The Witzenberg Electricity Supply By-law promulgated under Provincial Notice No. 32 on 15 January 1981 is hereby repealed.

(66) Short title

This By-law is called the Witzenberg Electricity By-Law, and shall take effect on the date of publication in the Government Gazette.

“applicable standard specification” means:

SCHEDULE 1

SANS 1019 Standard voltages, currents and insulation levels for electricity supply, SANS 1607 Electromechanical watt-hour meters,

SANS 1524 -1 Electricity payment systems,

SANS IEC 60211 Maximum demand indicators, Class 1.0,

SANS IEC 60521 Alternating current electromechanical watt-hour meter (Classes 0.5, 1 & 2), SANS 10142-1 Code of practice for the wiring of premises,

NRS 047 Electricity Supply—Quality of Service, NRS 048 Electricity Supply—Quality of Supply, and

NRS 057 Electricity Metering: Minimum Requirements

Illegal connection strategy

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.

DELIBERATION:

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:



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

Average Site Cost (R'000)
Average Unit cost (R'000)

60
130

2019/2020

SITES SERVICED

HOUSES BUILT

FUNDING R '000

2020/2021

SITES SERVICED

HOUSES BUILT

FUNDING R '000

2021/2022

SITES SERVICED

HOUSES BUILT

FUNDING R '000

Witzenberg

Ceres Vredebes (3022 services and 2163 units) IRDP
Ceres Vredebes (3022 Ph1 600 top structures) IRDP
Ceres Vredebes (3022 Ph H 536 Enhanced Serviced Sites services) IRDP
JSSP Ceres Nduli Infills ESS (188 sites) UISP
Tulbagh (225) IRDP
Tulbagh Land Acquisition Farm 224 either Portion 3 or 7
Wolsey Pine Valley (500) IRDP
Wolsey Pine Valley 2A IRDP
Kleinbegin
Prince Alfred's Hamlet "Die Bossie"
Wolsey Montana (700)

	120	200	33 200	536	320	77 260	188	200	40 010
IRDP									
IRDP		200	26 000	536	200	26 000		200	26 000
IRDP									
UISP							188		11 280
IRDP / Land									730
Land									
IRDP									
IRDP	120		7 200		120	15 600			2 000
IRDP									
Land									
IRDP									



5/6/1

Mr David Nasson (Municipal Manager)
Witzenberg Municipality
PO Box 44
Ceres
6835



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

REGIONAL PLANNER: CAPE WINELANDS & CENTRAL KAROO: MR L WELGEMOED
DATE: 28/02/2018

CC Ms Jo-Ann Krieger (Director: Community Services)
Ms Charlotte Mackenzie (Manager: Housing)

WITZENBERG

DRAFT AIR QUALITY MANAGEMENT PLAN

(REVIEW 2019)



GLOSSARY OF ACRONYMS, TERMS AND UNITS

The following terms, abbreviations and acronyms have been used, or are referred to in this document.

AFIS	Advanced Fire Information System
AQM	Air Quality Management
AQMP	Air Quality Management Plan
AQO	Air Quality Officer
AQOF	Air Quality Officer's Forum
CE	Controlled Emitter
CH ₄	Methane
CO	Carbon Monoxide
CO ₂	Carbon Dioxide
CWDM	Cape Winelands District Municipality
DEFF	Department of Environment, Forestry and Fisheries
GHG	Greenhouse gas
GN	Government Notice
HAP	Hazardous Air Pollutant
HFO	Heavy Fuel Oil
HC	Hydrocarbons
IDP	Integrated Development Plan
NEM:AQA	National Environmental Management Air Quality Act, 39 of 2004
NO ₂	Nitrogen Dioxide
NMVOG	Non-methane volatile organic compounds
NO _x	Oxides of nitrogen (NO _x = NO+ NO ₂)
O ₃	Ozone
Pb	Lead
PM	Particulate matter
PM ₁₀	Particulate matter with a diameter less than 10 microns
PM _{2.5}	Particulate matter with a diameter less than 2.5 microns
SO ₂	Sulphur Dioxide
µg/m ³	Micrograms per cubic meter
TSP	Total suspended particulates, all sizes of particles suspended within the air smaller than 100 µm.
VOC	Volatile organic compounds
WHO	World Health Organisation

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1. INTRODUCTION

Section 15 (2) of the National Environmental Management: Air Quality Act, 39 of 2004, placed an obligation on Municipalities to develop Air Quality Management Plans (AQMPs) to manage air quality in their regions. Witzenberg Municipality's 1st Generation AQMP was developed and approved in 2014. This document serves as Witzenberg Municipality's 5 year review and update of the latter. This 2nd Generation Witzenberg Municipality AQMP is based on the above (2014) plan.

2. WITZENBERG MUNICIPALITY

Witzenberg is a category B-municipality – comprising of Ceres, Op-Die Berg, Tulbagh, Wolseley and Prince Alfred's Hamlet (Fig.1) – within the Cape Winelands District Municipality. Witzenberg is the smallest municipality with a population of 130548 in 2016. The municipality has steadfastly been improving access to basic services for all households through the implementation of sound governance and administrative practices. The administration is actively ensuring the optimum utilization of municipal resources, optimal and effective management of municipal finances and good governance.

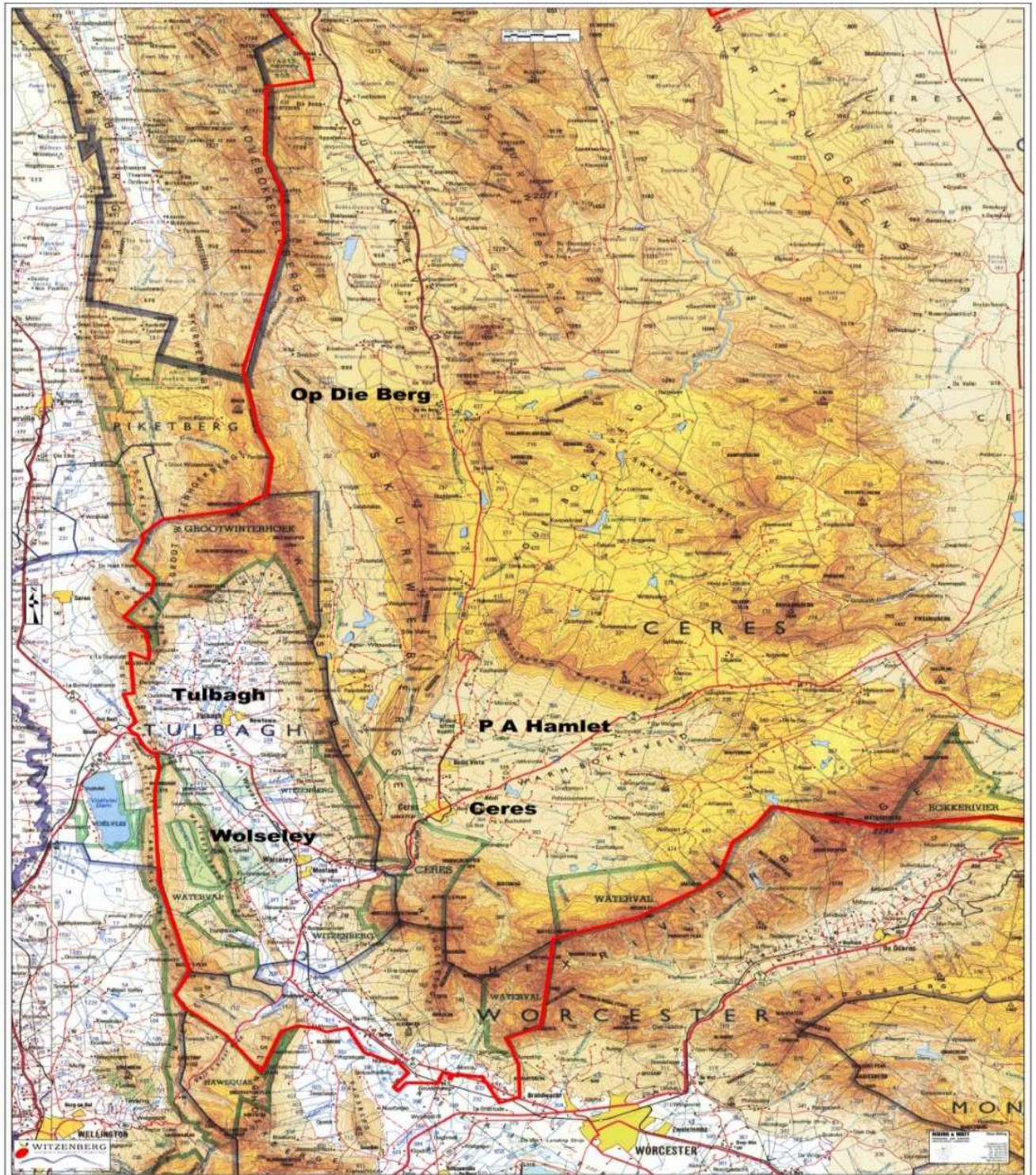


FIG. 1

3. AIR QUALITY MANAGEMENT PLAN FOR WITZENBERG MUNICIPALITY

3. 1 VISION

To be the local municipality with the cleanest air in the Cape Winelands District which will contribute to the well-being of all our communities.

3. 2 MISSION

To implement sustainable air quality management practices throughout the municipality to progressively achieve air quality goals.

3. 3 GOALS

Goal 1: Air quality governance meets requirements to effectively implement the AQMP

This goal addresses the regulatory framework and the institutional capacity required in the Municipality to carry out the air quality function. This links directly to the goal in AQMP for the Western Cape to 'Ensure effective and consistent air quality management' and the goal in the CWDM AQMP of 'Effective air quality management'.

Goal 2: Reduce atmospheric emissions of harmful pollutants

This goal aims to manage activities that impact on air quality to reduce the emissions of harmful pollutants and associated impacts on human health and well-being. This links directly to the Provincial AQMP goal to 'Ensure effective and consistent compliance monitoring and enforcement' and 'To ensure that health-based air quality standards are attained and continually met'. It also links to the CWDM AQMP goal of 'Effective air quality management' through an 'Emission reduction strategy'.

Goal 3: Systems and tools are established to effectively implement the AQMP

This goal refers to the systems and tools required for effective AQMP implementation, the cornerstone of which is an Air Quality Management System. The development of an AQMS, links directly to the Provincial AQMP goal 'To ensure effective and consistent air quality management' through the development of AQM systems. It also links to the CWDM AQMP goal to develop and AQMS. An AQMS is the fundamental unit towards the management of air quality in an area, incorporating the necessary technical elements that provide information on the status of air quality (D: EA&DP, 2010).

4. CONTEXT OF THE WITZENBERG MUNICIPALITY AQMP

The Witzenberg Municipality AQMP was prepared taking into consideration the national provincial and local context of air quality management. The various plans, frameworks and policies applicable are summarized below:

4. 1 NATIONAL LEVEL

4.1.1 National Environmental Management: Air Quality Act (39 of 2004)

The National Environmental Management: Air Quality Act, 39 of 2004 (NEM: AQA), is a Specific Environmental Management Act published under the National Environmental Management Act, 107 of 1998. Its purpose is to protect the environment by providing reasonable measures for the prevention of air pollution and to provide for national norms and standards regulating air quality monitoring, management and control by all spheres of government.

4.1.2 National Framework for Air Quality Management in South Africa (2007, Revised 2012, 2017)

In terms of Section 7 of NEM: AQA, the National Department of Environmental Affairs developed the National Frameworks for Air Quality Management to ensure the efficient and effective implementation of the NEM: AQA throughout the country. The purpose of the National Framework is to achieve the objectives of NEM: AQA. As such the National Framework provides a medium – to long-term plan of the practical implementation of NEM: AQA.

4.1.3 Regulations and / or Guidelines Gazetted under NEM: AQA

Table 1 contains the various regulations and guidelines published under NEM: AQA

Table 1: Gazetted Regulations and Guidelines

LEGISLATION	COMMENCEMENT DATE
National Ambient Air Quality Standards	24 December 2009 (GN 1210 of GG No.32816)
List of Activities which Result in Atmospheric Emissions which have or may have a Significant Detrimental Effect on the Environment, including Health, Social Conditions, Economic Conditions, Ecological Conditions or Cultural Heritage	01 April 2010 (GN 248 of GG No. 33064)
National Ambient Air Quality Standard for Particulate Matter with Aerodynamic Diameter less than 2.5 micron metres (PM _{2.5})	29 June 2012 (GN 486 of GG No.35463)
National Dust Control Regulations	01 November 2013 (GN 827 of GG No.36974)
Declaration of a small boiler as a controlled emitter and establishment of emission standards	01 November 2013 (GN 831 of GG No.36973)
Regulations Prescribing the Format of the Atmospheric Impact Report	2 April 2015 (GN 747 of No R284)
Amendments to Regulations Prescribing the Format of the Atmospheric Impact Report	02 April 2015 (GN R284 of No. 38633)
National Atmospheric Emission Reporting Regulations	02 April 2015 (GN 283 of GG No. 38633)
Amendments to the List of Activities which Result in Atmospheric Emissions which have or may have a Significant Detrimental Effect on the Environment, including Health, Social Conditions, Economic Conditions, Ecological Conditions or Cultural Heritage	12 June 2015 (GN 551 of GG No. 38863)
Declaration of Small-scale Char And Small-scale Charcoal Plants as Controlled Emitters and Establishment of Emission Standards	18 September 2015 (GN 602 of GG No. 39220)
Regulations Prescribing the Atmospheric Emission Licence Processing Fee	11 March 2016 (GN 250 of GG No. 39805)
Air Quality Offsets Guideline	18 March 2016 (GN 333 of GG No. 39833)
Regulations for the Procedure and Criteria to be followed in the Determination of an Administrative Fine in terms of section 22 A of the Act	18 March 2016 (GN 332 of GG No 39833)

5. PROVINCIAL LEVEL

The 2nd Generation provincial AQMP, dated 2016, has been completed with a vision of “clean and healthy air for all in the Western Cape”. The goals, on the road of achieving this vision, as included in the above plan are:

Goal 1: Ensure effective and consistent air quality management

- Strengthen and build capacity in air quality management and compliance and enforcement
- Promote cooperation amongst all spheres of government, business, industry and civil society
- Develop institutional mechanisms to improve air quality and climate change response
- Develop, implement and maintain air quality management systems
- Ensure adequate funding for the implementation of air quality management by Municipalities

Goal 2: Continually engage with stakeholders to raise awareness with respect to air quality management and climate change response

- Develop comprehensive education and communication mechanisms, strategies and programmes with respect to air quality management and climate change response

Goal 3: Ensure effective and consistent compliance monitoring and enforcement improved air quality compliance monitoring and enforcement

- Promote continuous improvement in respect of industry air quality compliance
- Develop and implement air quality regulatory processes
- Improve air quality compliance monitoring and enforcement

Goal 4: Support air quality and climate change response programmes, including promoting and facilitating the reduction of greenhouse gas emissions

- Reduce ozone depleting substances and greenhouse gas emissions, in line with national and international requirements

6. LOCAL LEVEL

The Witzenberg Municipality 2nd Generation AQMP, will include the following goals:

Goal 1: Efficient Air Quality Management

- Ensure effective and consistent air quality management
- Develop, implement and maintain an air quality management system
- Establish an annual AQMP review system
- Establish an emission reduction strategy

Goal 2: Promote communication in relation to air quality management

- Establish an air quality forum in order to ensure proper communication between local and provincial government, business and industry as well as interested and effected parties

Goal 3: Compliance monitoring

- Establish a compliance monitoring system within the Witzenberg Municipality

Goal 4: Support climate change protection programs, including:

- Promoting and Facilitating the Reduction of Greenhouse Gas Emissions
- Reduce ozone depleting substances and greenhouse gas emissions, in line with national and international requirement

7. ATMOSPHERIC EMISSIONS

A complaints reporting register will be implemented. The register will entail all detail with regards to the complaint, date and time thereof, and the outcome.

The main categories of atmospheric emissions that occur in the Witzenberg Municipality are from the following sources:

7. 1 Industrial emissions

Atmospheric emissions from industrial processes are typically associated with the combustion of fuel for heat or steam generation. These fuels may be coal, wood, heavy fuel oil (HFO), diesel or gas. Ceres have 4 boilers (coal fired) 1 Boiler (HFO fired), which are declared Controlled Emitters. The boilers at the remaining facilities are regulated by Witzenberg Municipality as fuel burning appliances if they have a design capacity of less than 10 MW heat input (DEA,2012).

The pollutants that are emitted from fuel burning devices depend primarily on the fuel and could include SO₂, NO_x, CO, particulates and VOCs. The quantity of pollutants emitted depends on the fuel consumption, the combustion device and the efficiency of installed air pollution abatement equipment.

7. 2 Motor vehicles

Air pollution from motor vehicles arise from the by-products of the combustion process (emitted via the exhaust system) and from evaporation of the fuel itself from the fuel tank. Particulate matter (PM) is also emitted from brake, tyre and road wear. Key pollutants that are emitted from motor vehicles are Nitrogen oxides (NO_x), carbon monoxide (CO), particulate matter (PM₁₀, PM_{2.5}), sulphur dioxide (SO₂), hydrocarbons (HC) (represented by NMVOC) and lead (Pb). Emissions of carbon dioxide (CO₂), a greenhouse gas (GHG), also occurs.

7. 3 Residential fuel burning

The majority of households in Witzenberg Municipality use electricity for cooking, heating and lighting purposes with some use of gas, paraffin, wood and other energy sources. As such, energy use in the Municipality is not strongly associated with air pollution as electricity, gas and paraffin are clean sources of energy. However, there are some households, particularly in the informal settlements that do not have access to electricity where wood, paraffin and alternative fuels are used. Wood burning is associated with several consequences for indoor and ambient air quality and for human health. Smoke resulting from incomplete combustion of wood contains many chemical substances that are harmful such as hazardous air pollutants (HAPs), fine particle pollution (ash), and volatile organic compounds (VOC).

7. 4 Agricultural emissions

Agricultural activities includes fruit-, vegetable-, olive-, and livestock farming.

Emissions from agricultural activities are most often associated with greenhouse gas emissions such as nitrous oxide (N₂O) from soil management and methane (CH₄) from livestock and livestock management. Vegetation and crop residue burning results in the emission of CO, NO_x and particulates. Pesticide usage is very often necessary to maintain agricultural productivity. The drift of spray and dust from pesticide applications can expose people, wildlife, and the environment to pesticide residues that can cause health and environmental effects.

7. 5 Biomass burning

Biomass burning is an important source of atmospheric emissions. Uncontrolled and controlled burning of natural vegetation, agricultural residue and waste are the main types of biomass burning that occur in the Municipality. Agricultural burning in the Municipality is a seasonal practice and is done under specific guidelines when a permit from the local Fire department is issued. Fires can emit large volumes of particulate matter, ranging from coarse smuts that deposit on surfaces and are a nuisance, to fine inhalable particulate matter (PM₁₀). Gases emitted include CO, NO_x and VOCs. Biomass burning emissions can be estimated using fire data or burnt area estimates and emission factors for the vegetation type. The Advanced Fire information System (AFIS) determines the size and location of active fires, which may be used as a proxy for area burnt. In turn, the area burnt and the location may be used to estimate the type and amount of vegetation burnt. Emissions of particulates and gases are estimated using emission factors.

7. 6 Pesticide use

Pesticides are categorised into four main substituent chemicals namely herbicides, fungicides, insecticides and bactericides. The three main forms of pesticides are liquids (usually mixed with water and then sprayed), solids (usually in the form of pastes, pellets, dust and powder and may be applied directly as solids) and gases.

Pesticide drift refers to the unintentional diffusion of pesticides and associated potential negative effects of pesticide application. It occurs when pesticides suspended in the air as particles are carried by wind to other areas, potentially contaminating them. The

airborne nature of spray drift from the application of pesticides implies an air quality issue. Spray drift is, however, not addressed in the NEMAQA. Pesticide use is regulated under the Fertilizer Farm Feeds Agriculture and Remedy's Act (36 of 1947), regulated and administrated by Department Agriculture, Forestry and Fisheries (DAFF). The statutory obligation in terms of the National Environmental Management Act, 107 of 1998, and the registration and prescription for the application of agrichemicals is legislated and administrated by DAFF.

8. AIR POLLUTANTS AND THEIR EFFECTS

8.1 Sulphur dioxide

The major source of SO₂ is the combustion of fossil fuels such coal, oil and diesel which contain sulphur. On inhalation, most SO₂ only penetrates as far as the nose and throat as it is readily soluble in the moist lining of the upper respiratory system, with minimal amounts reaching the lungs, unless the person is breathing heavily, breathing only through the mouth, or if the concentration of SO₂ is high. The acute response to SO₂ is rapid, within 10 minutes in people suffering from asthma (WHO, 2005). SO₂ reacts with cell moisture in the respiratory system to form sulphuric acid. This can lead to impaired cell function and effects such as coughing, bronco-constriction, exacerbation of asthma and reduced lung function. Effects such as a reduction in lung function, an increase in airway resistance, wheezing and shortness of breath, are enhanced by exercise that increases the volume of air inspired, as it allows SO₂ to penetrate further into the respiratory tract (WHO, 1999). SO₂ has the potential to form sulphurous acid or slowly form sulphuric acid in the atmosphere via oxidation by the hydroxyl radical. The sulphuric acid may then dissolve in water droplets and fall as precipitation.

8.2 Nitrogen dioxide

Nitrogen dioxide (NO₂) is formed simultaneously in combustion processes and other high temperature operations such as metallurgical furnaces, blast furnaces, and internal combustion engines. The route of exposure to NO₂ is inhalation and the seriousness of the effects depends more on the concentration than the length of exposure. The site of deposition for NO₂ is the distal lung, as NO₂ does not readily dissolve in the moist upper respiratory system, it reacts with moisture in the fluids of the lower respiratory tract to form nitrous and nitric acids (WHO, 1997). About 80 to 90% of inhaled nitrogen dioxide is absorbed through the lungs (CCINFO, 1998). NO₂ present in the blood as the nitrite ion oxidises unsaturated membrane lipids and proteins, which results in the loss of cell permeability control. NO₂ causes decrements in lung function, particularly increased airway resistance. People with chronic respiratory problems and people who work or exercise outside will be more at risk to NO₂ exposure. In the atmosphere, NO₂ reacts with water vapour to produce nitric acid. This acidic pollution can be transported over long distances by wind and deposited as acid rain, causing the acidification of soils, lakes, and streams, accelerated corrosion of buildings and monuments and damages paintwork. NO₂ is also a major source of secondary fine particulate pollution which decreases visibility, and contributes to surface ozone formation through its reaction with VOCs in the presence of sunlight.

8.3 Carbon monoxide

Carbon monoxide (CO) is a product of the incomplete combustion of fossil fuels. It is predominantly formed in internal combustion engines of motor vehicles, but the combustion of any carbon-based material can release CO. Chemical reactions in the atmosphere may also lead to the formation of CO by the oxidation of other carbon-based gases such as methane. Decomposition of organic material within soils can also result in the release of CO. When inhaled, CO enters the blood stream by crossing the alveolar, capillary and placental membranes. In the bloodstream approximately 80-90% of absorbed CO binds with haemoglobin to form carboxyhaemoglobin. The haemoglobin affinity for CO is approximately 200-250 times higher than that of oxygen. Carboxy haemoglobin reduces the oxygen carrying capacity of the blood and reduces the release of oxygen from haemoglobin, which leads to tissue hypoxia. This may lead to neurological effects and sometimes severe neurological effects that may include impaired coordination, vision problems, reduced vigilance and cognitive ability, reduced manual dexterity, and difficulty in performing complex tasks (WHO, 1999).

8.4 Ozone

A colourless gas which carries a harsh odour, ozone occurs naturally in the lower stratosphere as the ozone layer. This layer protects the earth from shortwave ultraviolet radiation. Near the earth's surface, ozone is a secondary pollutant and a major constituent of photochemical smog. The formation of ozone is dependent on the availability of NO_x, hydrocarbons and sunlight. Thus, ozone may not be related directly to any source. Rather it may be associated with the sources of its precursor gases (NO_x and hydrocarbons). Ozone may also reach the lower troposphere from the stratosphere, mostly associated with deep frontal systems or with deep convective storms. O₃ is a very reactive gas and a strong oxidant, associated with a number of health effects. These include respiratory system effects such as coughing, aggravation of asthma and reduced lung function

8.5 Lead

Lead (Pb) is a metal that occurs naturally in small amounts in the earth's crust. It is used in the production of some types of batteries, ammunition, metal products (such as solder and pipes) ceramic glazes and paint. Chemicals containing lead, such as tetraethyl lead and tetramethyl lead are used as gasoline additives. In the atmosphere, lead exists primarily in the particulate form and is removed from air by wet and dry deposition. Nearly all environmental exposure to lead is to inorganic compounds. Exposure to Pb may be through inhalation of contaminated air and ingestion of contaminated food, water and soil. Hand-mouth contact is the main route of exposure for children. Lead can accumulate in plants and animals. The half-life of lead in human blood (it affects haemoglobin synthesis in the blood) is 28 to 36 days, but lead accumulates in the bones and teeth where it can stay for decades and be released again. Children absorb more and excrete less of the absorbed lead than adults.

8.6 Particulate matter

Particulate matter is a broad term used to describe the fine particles found in the

atmosphere, including soil dust, dirt, soot, smoke, pollen, ash, aerosols and liquid droplets. The most distinguishing characteristic of PM is the particle size and the chemical composition. Particle size has the greatest influence on the behaviour of PM in the atmosphere with smaller particles tending to have longer residence times than larger ones. PM is categorised, according to particle size, into TSP, PM10 and PM2.5. Total suspended particulates (TSP) consist of all sizes of particles suspended within the air, smaller than 100 micrometres (μm). TSP is useful for understanding nuisance effects of PM, e.g. settling on houses, deposition on and discolouration of buildings, and reduction in visibility. PM10 describes all particulate matter in the atmosphere with a diameter equal to or less than 10 μm . PM2.5 describes all particulate matter in the atmosphere with a diameter equal to or less than 2.5 μm .

8.7 Benzene

Benzene is a natural component of crude oil, petrol, diesel and other liquid fuels and is emitted when these fuels are combusted. Diesel exhaust emissions therefore contain benzene. After exposure to benzene, several factors determine whether harmful health effects will occur, as well as the type and severity of such health effects.

9. AIR QUALITY CONTROL IN WITZENBERG MUNICIPALITY

9. 1 CAPACITY

In terms of NEMAQA local authorities must:

- i) Designate a municipal Air Quality Officer (AQO) from its administration.
- ii) Develop an AQMP for inclusion in its Integrated Development Plan (IDP) in accordance with Chapter 5 of the Municipal Systems Act.
- iii) Prepare an annual report including progress regarding the implementation of the AQMP and compliance with the plan. Since the adoption of the 1st Generation AQMP for Witzenberg Municipality the AQMP has been included in the IDP and an AQO has been appointed and designated. This official submits annual reports to the AQO at CWDM on progress with the implementation of the AQMP and compliance thereto. The draft Air Quality By-Law has been compiled.

9.2 ROLES AND RESPONSIBILITIES

Witzenberg Municipality has got defined air quality control responsibilities. The air quality management function in Witzenberg Municipality has been assigned to the Directorate: Community Services. Witzenberg Municipality's AQO works closely with that of the CWDM in the management of air quality in the area, reporting on the implementation of the AQMP, accompanying the CWDM on AEL compliance inspections and attending the quarterly provincial AQO forum.

The designated AQO is responsible for the functions listed below:

- Develop an AQMP for inclusion in the IDP
- Regulate non-listed fuel burning appliances
- Enforcing the Air Quality by-law
- Compilation of an emissions inventory

- Prepare an annual report

9.3 IMPLEMENTATION PLAN

Goal 1: Air quality governance meets requirements to effectively implement the AQMP		
Objective	Activities [Assessment / Status]	Timeframes
1. Sufficient capacity and competence exists to perform the Air Quality Management (AQM) function.	Identify capacity and competency needs.	Continuous
2. The AQMP included in the IDP.	Prepare AQ inputs for inclusion in the IDP.	Annually
3. To have a regulatory framework for the Municipality.	Air quality by-law (for approval by Council)	Short term
4. Strengthen internal relationships with regards to Air Quality Management.	Promote AQM across all sections in the Municipality, emphasising integration.	Long term
5. Intergovernmental relationship for AQM is defined and strengthened.	Define roles and responsibilities for AQM in the Municipality. Report annually. Air Quality should inform all development and planning decisions. Continual awareness created in the drafting of policy and assessment of applications for new development.	Ongoing
6. Address the effects of emissions from the use of fossil fuels in residential applications and industrial sources.	Awareness raising campaigns to be launched in informal housing settlements and new housing developments	Ongoing

Goal 2: Reduce atmospheric emissions of harmful pollutants		
Objective	Activities [Status / Timeframe]	Timeframes
1. Emissions from waste burning are reduced.	<p>Introduce awareness programmes and public education of waste minimisation and recycling initiatives. Promote efficient service delivery in order to reduce waste burning.</p> <p>Enforcement of the by-law- once approved</p>	Ongoing
2. Emissions from agricultural burning are reduced.	<p>Introduce awareness programmes on the effects of agricultural burning on air quality. [To be undertaken in partnership with the local Fire Department]</p>	Ongoing
3. Spray-drift is reduced.	<p>Encourage optimal application methods for safe and sustainable pesticide use.</p>	Ongoing

Goal 3: Systems and tools are established to effectively implement the AQMP

Objective	Activities	Timeframes
<p>1. An Air Quality Management System for Witzenberg Municipality.</p>	<p>Develop a comprehensive emissions inventory. Sources of emissions to be captured on the municipal GIS] Acquire monitoring equipment, identify sites and install equipment [Equipment acquired as requirements are identified] Establish complaints register for air quality and advise stakeholders on complaints recording and follow-up. [Complaints register continually improved, maintained and reported on] Develop an integrated information system for air quality data including emissions, ambient data and complaints.</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>2. Stakeholders participation in Air Quality Management.</p>	<p>Prepare annual report on progress with AQMP implementation and state of air quality including emissions and ambient data and complaints. Develop procedure to register fuel burning appliances.</p>	<p>Annually</p>
<p>2. Stakeholders participation in Air Quality Management.</p>	<p>Report annually to the forum on AQ status and progress with AQMP implementation.</p>	<p>Annually</p>

10. REVIEW

This plan is reviewed on a 5 year basis to determine the success of the AQMP implementation, shortcomings and strengths evident in implementation. This provides the opportunity to adjust the AQMP or parts of the AQMP if the desired outcome is not being achieved. Annual reviews are also conducted as part of reporting submitted to the CWDM AQO as required in terms of Section 17 of the NEMAQA.

11. REFERENCE

NATIONAL ENVIRONMENTAL MANAGEMENT: AIR QUALITY ACT, 2004 (ACT NO. 39 OF 2004)

DEA (2008): Manual for Air Quality Management Planning, Department of Environmental Affairs.

DEA (2009): National Ambient Air Quality Standards, Government Gazette, 32861, Vol.1210, 24 December 2009.

CWDM (2018): Cape Winelands District Municipality Air Quality Management Plan, www.capewinelands.gov.za

DEA (2016): Western Cape, Air Quality Management Plan 2016

**8.3.1 Allocation of land for informal traders
(17/18/1)**

The following items refer:

- (a) Item 6.6 of the meeting of the Committee for Local Economic Development and Tourism, held on 21 September 2017, refers.
- (b) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 1 December 2017.

A memorandum from the Director: Community Services, dated 1 September 2017, is attached as annexure **8.3.1**.

The Committee for Local Economic Development and Tourism resolved on 20 September 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

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

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

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

The Executive Mayoral Committee unanimously resolved on 1 December 2017:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council takes notice of the status quo report on Informal Traders.
- (b) that the type of facilities for the upgrading and the new site be further investigated and an item be tabled to Council for consideration.
- (c) that Council grants approval that the vacant municipal building, situated on erf 372 / 175, Stasieweg, Prince Alfred's Hamlet be utilised as an economic hub.
- (d) that the matter in respect of the area situated at Voortrekker Street, Ceres, erf 1055, adjacent to the Traffic Department, be held in abeyance.

RESOLVED

- (a) *that Council takes notice of the status quo report on Informal Traders.*
- (b) *that the type of facilities for the upgrading and the new site be further investigated and an item be tabled to Council for consideration.*
- (c) *that Council grants approval that the vacant municipal building, situated on erf 372 / 175, Stasieweg, Prince Alfred's Hamlet be utilised as an economic hub.*
- (d) *that the matter in respect of the area situated at Voortrekker Street, Ceres, erf 1055, adjacent to the Traffic Department, be held in abeyance.*

TO: Municipal Manager
FROM: Director: Community Services
DATE: 1 September 2017

ALLOCATION OF LAND FOR INFORMAL TRADERS

In terms of the prescribed requirements of legislation, local government have to create a climate for economic development to support initiatives that create jobs.

1. PURPOSE:

To give a status quo report to Council regarding the Informal Traders across the municipal area and to obtain Council's approval for making the land adjacent to the Traffic Centre available for the upgrading of Informal Traders and the vandalised building in PA Hamlet as an economic hub. In addition to obtains Council's approval for the type of facilities for Informal traders.

2. BACKGROUND

The upgrading of Informal Trading facilities derives from the requests from Councillors over the past decade as well as the outcomes of the Small Town Regeneration programme that was launched in December 2015. The Small Town Regeneration programme is an initiative to meet socio-economic challenges in the various communities of the town. A participatory approach is utilised where community members, business, civic organisations identify, implement and take ownership of identified projects in their town. The Municipality only play a facilitation and administrative role, in association with SALGA (South-African Local Government Agency).

Four goals were identified, namely Economic Growth, Social cohesion, Education and Governance.

The first goal is to promote Economic Growth through the development of Dignified and accessible trading facilities and the upgrading of and Informal trader infrastructure.

Informal trading is currently regulated under the Bylaw regarding Informal trading (PK 5923 from 16 August 2002). The declared/approved demarcated trading areas is found in PK 5978 of 31 January 2003. The municipal bylaws is currently in review.

In Witzenberg area the following Informal traders is operating:

	NAME	PHYSICAL ADDRESS	TRADING AREA	CATEGORY	FEE
1.	M Van Huffel	Station 6, PA Hamlet	Undercover stand 44, Pretorius Street, Ceres	Manufacturing	R275
2.	N Sampi	Buckingham Crescent 44, Ceres	Undercover stand 52, Pretoriusstreet, Ceres	Manufacturing & Commercial	R275
3.	M Tizora	Flat 7, Voortrekker Street, Ceres	Undercover stand 35, Pretorius Street, Ceres	Manufacturing & Commercial	R275
4.	R Meyer	Trichardt Street 31, Ceres	Open stand 59, Munnik Street, Ceres	Manufacturing & Commercial	R680
5.	L Williams	77 Main Road, Pniel	Undercover stands 2 & 3, Pretorius Street, Ceres	Manufacturing & Commercial	R550
6.	AO Abdi	Fiesta Flats 6, Ceres	Undercover stand 31, Ceres	Manufacturing	R275

7.	HO Hassan	Fiesta Flats 6, Ceres	Undercover stand 32, Ceres	Manufacturing & Commercial	R275
8.	GE Kirya	Fiesta Flats 7, Ceres	Open stand 15, Op-Die-Berg	Manufacturing & Commercial	R680
9.	O Nhembe	Geelhout Street 69, Bella Vista	Undercover stand 14, Pretorius Street, Ceres	Manufacturing	R275
10.	S Tizora	Flat no7, Voortrekker Street, Ceres	Undercover stand 5, Pretorius Street, Ceres	Manufacturing & Commercial	R275
11.	MP Matiea Nyombane	Gilli Avenue 11, N'duli	Undercover stand 8, Pretorius Street, Ceres	Manufacturing & Commercial	R275
12.	L Chigwedere	Lyell Street 45, Ceres	Undercover stand 10&36, Pretorius Street, Ceres	Manufacturing & Commercial	R550
13.	P Van Wyk	Eufees Street 15, Wolseley	Open stand 2, Voortrekker Street, Wolseley	Manufacturing & Commercial	R680
14.	RW Davids	Tulp Street 58, Bella Vista	Undercover stand 21&22, Pretorius Street, Ceres	Commercial	R550
15.	D Pietersen	Lotus Street 9, Ceres	Undercover stand 38&39, Ceres	Commercial	R550
16.	AO Mahamed	Fiesta flats 2, Ceres	Undercover stand 30, Ceres	Manufacturing	R275
17.	SA Stuurman	Zenzelestreet C92, N'duli	Undercover stand 01, N'duli taxirank	Commercial & Agriculture	R1100
18.	MD Jonana	Zenzele Street 647, N'duli	Undercover stand 05, N'duli Taxirank	Commercial	R1 100
19.	M Mahlatsi	Slovo Street 35, N'duli	Open stand, Vina sentrum, Ceres	Commercial & Agriculture	R680
20.	M Lesua	Thando Street 7216, N'duli	Undercover stand 2, N'duli taxirank, Ceres	Commercial & Agriculture	R1 100
21.	E Davids	Duiker Road 318, Bella Vista	Open stand 1, Fabriek Street, Ceres	Agriculture	R680
22.	G Fredericks	Kwikkie Street 2, Wolseley	Open stand 9, Voortrekker Street, Ceres	Agriculture	R680
23.	C Ford	Naude Street 3, Ceres	Undercover stand 41, Pretorius Street, Ceres	Manufacturing & Commercial	R275
24.	C Willemse	Paradys Street 22, Wolseley	Open stand 52, Munnik Street, Ceres	Manufacturing	R680
25.	ME Marais	Tall Timber Avenue 19, Ceres	Open stand 2, Fabriek Street, Ceres	Manufacturing & Commercial	R680
26.	J Smith	Tweede Avenue 22, Grassy Park	Open stand 55, Munnik Street, Ceres	Manufacturing & Commercial	R680
27.	ED Fortuin	Melkweg Street 224, Ceres	Undercover stand 04, Pretorius Street, Ceres	Manufacturing	R275
39.	N Khalif	Kort Street 6, Wolseley	Undercover stand 27, Pretorius Street, Ceres	Manufacturing	R275
40.	M Ntshwaxu	Zibonele Avenue 43, N'duli	Undercover stand 18, Pretorius Street, Ceres	Manufacturing	R275
41.	M Molibeli	C210 Eluxolweni Street, N'duli	Undercover stand 07, Voortrekker Street, Ceres	Commercial	R1 100

42.	NL Bityene	Zimasa Street 8, N'duli	Undercover stand 03, Voortrekker Street, Ceres	Agriculture	R1 100
43.	M Johannes	38 Waboom Avenue, PA Hamlet	Undercover stand 12, Pretorius Street, Ceres	Manufacturing	R275
44.	LJ Klazen	Dahlia Street 8, Wolseley	Undercover stand 53, Pretorius Street, Ceres	Manufacturing	R275
45.	P Klazen	Dahlia Street 8, Wolseley	Undercover stand 54, Pretorius Street, Ceres	Manufacturing	R275
46.	MA Farah	Fiesta flats 3, Ceres	Undercover stand 53, Pretorius Street, Ceres	Manufacturing	R275
47.	S Molibeli	Slovo Street 35, N'duli	Undercover stand 07, Voortrekker Street, Ceres	Manufacturing	R1 100
48.	A Qolo	C160 Eluxolweni Street, N'duli	Undercover stand 14, Fabriek Street, Ceres	Agriculture	R680
49.	D Ngwane	Phakamiso Street, N'duli	Undercover stand 04, Voortrekker Street, N'duli	Agriculture	R680
50.	S Gning	6 Swartbooi Street, Bella Vista	Open stand 36, Vina Sentrum, Fabriek Street, Ceres	Agriculture	R680
51.	G Karriem	69 Tracey road, Colorado Park, Mitchells Plein	Open stand 70 & 71, Ceres Spar	Agriculture	R1 360

Challenges of informal traders

- Homeless people causes a lot of public nuisance (befoul/misuse area as a toilet; use abusive/threatening language) at the undercover stands.
- During rainy days the selling items/products gets wet at the undercover stands.
- Fees increase each year but the informal areas does not upgrade.
- Roaming hawkers don't pay a tariff
- Illegal hawkers that are not from the Witzenberg must be fined
- There is a need for more hawker areas in the main road of Ceres.
- Existing hawker stands are too small and must be upgraded to larger areas.
- There is a need for permanent hawker stands that can be locked in the main road of Ceres.
- Ablution facilities must be managed properly.
- There is a need for hawker stands in the main road of PA Hamlet.

Establishment of committee

An Informal Traders Committee has been established on 8 August 2017 and is as follows:

- Adam Vergotine is designated as the committee member for the Ceres Spar hawkers.
- Rhowan Vergotine & Margaret Tizora is designated as the committee members at the undercover stands at Pretorius Street.
- Day Ngwane & MD Jonana is designated as the committee members at the undercover N'duli Taxirank stands.
- MA Farah is designated as committee member at the stands in Munnik & Orange Street.
- M Mahlatsi is designated at the open stands at Ackermans.
- Dave May, Leeward Chigwedere & Catherine Geldenhuys is designated as committee members for the hawkers at private business owner's premises.



Ten committee members serves on the committee.

3. DELIBERATIONS:

3.1 CERES TOWN

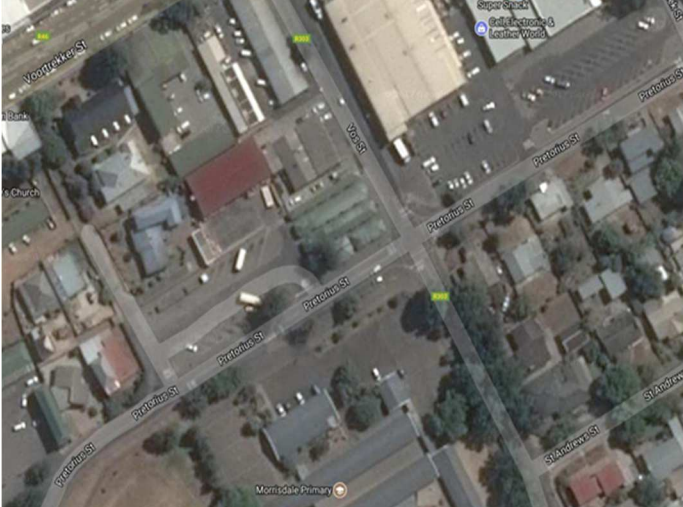

3.1.1 NDULI TAXI RANK IN VOORTREKKER STREET CERES: Erf 1052 Voortrekkerstreet, Ceres

The Taxi rank currently has 8 approved demarcated undercover stands. These areas are annually leased by the same permit holders. There is a great demand from local entrepreneurs for more stands at the abovementioned area. Twenty-one more stands have been earmarked for additional permit holders. Seven of these identified will be paved stands. Ablution facilities on the area consist of 4 female and 3 male toilets.

MAP	PHYSICAL STRUCTURE
	

3.1.2 PRETORIUS STREET: Shoprite under-roof stands, Erf 2425 Vosstreet, Ceres

The existing stands amount to 58. Currently 40 are occupied and 18 are still available to permit holders. Ablution facilities are onsite available: 3 female and 4 male toilets.



MAP	PHYSICAL STRUCTURE
	

EXISTING HAWKER STANDS : NDULI TAXI RANK IN VOORTREKKER STREET CERES & PRETORIUS STREET: Shoprite under-roof stands

The Informal traders request for the upgrading of the existing stands through close up facilities and the extension of stands.

3.1.3 BASSON TRENCH IN CILLIERS STREET CERES

The Basson trench area was identified and has the potential to accommodate 35 stands.

MAP	PHYSICAL STRUCTURE
	

3.1.4 ERF 1055 VOORTREKKER STREET (ADJACENT TO TRAFFIC DEPARTMENT)

Erf 1055 is vacant and owned by Council. The site however has also been earmarked for development as a Community facility and informal trading area.

MAP	AREA
	

CERES INFORMAL TRADING AREAS

Cnr of Voortrekker & Orange Street

Nine hawker stands exist on this area. Six stands are occupied by informal traders. There are sufficient ablution facilities on site, consisting of 4 female and 3 male toilets.



Behind Ackermans, Fabriek Street

Fifteen hawker stands exist on site. Six stands are occupied by informal traders. Ablution facilities are on site available, consisting of 3 female and 2 male toilets.



Vina Centre, Cnr of Fabriek & Voortrekker Street

Seven hawker stands are on site. Three stands are occupied by informal traders. Ablution facilities are onsite, consisting of 3 female and 2 male toilets.



Cnr of Voortrekker and Owen Street (Ceres Spar & Post Office)

Eighteen hawker stands are available on site. Currently three stands are occupied by informal traders. The only ablution facilities on site are at Ceres Spar.



3.1.4 (i) TYPE OF FACILITIES FOR BASSON TRENCH IN CILLIERS STREET CERES VOORTREKKER STREET ADJACENT TO TRAFFIC:

On 25 January 2013 a site visit was done at Overstrand Municipality to visit the economic hubs in the areas of Gansbaai, Stanford, Hawston and Hermanus.

GANSBAAI

Masakhane Taxi Rank: Gansbaai

- 6m X 2.5m second hand freight containers - R 18 000
- insolate containers fit windows, doors and service hatches - R 7 000
- erect timber frame and shade cloth canopy over container - R 5 000
- electricity; 1 plug + 1 light (Excl pay meter) - R 2 500



STANFORD & HAWSTON

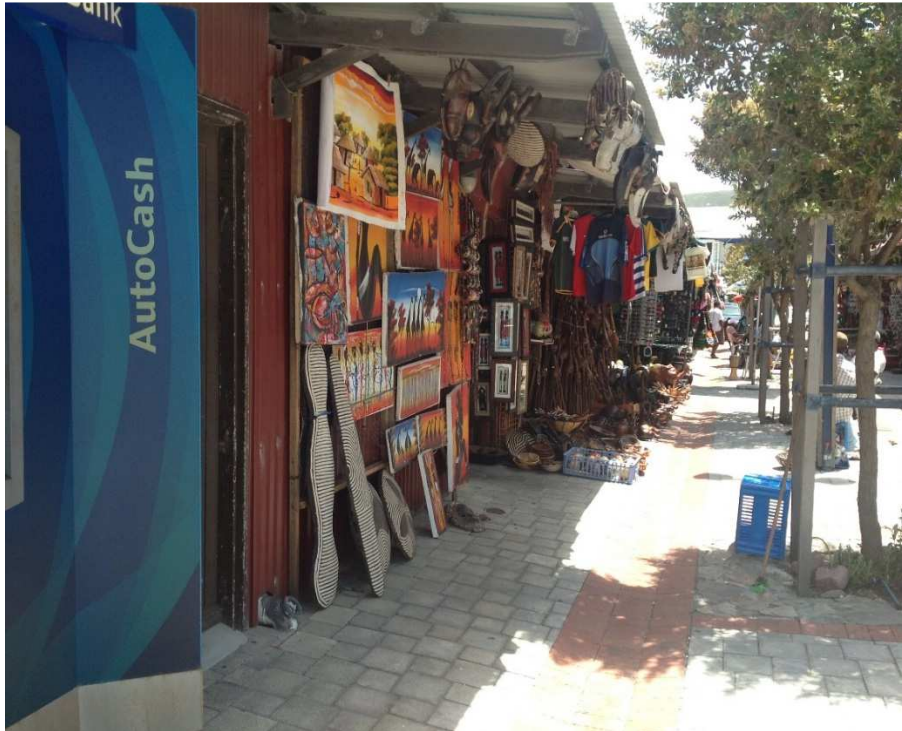
Hawston Taxi Rank: Market stalls: R 110 000



STANFORD – INFORMAL TRADERS



HERMANUS CBD



ZWELIHLE, HERMANUS

Zwelihle Taxi Rank: Double market stalls structures (with two services hatches and opposite sides and 110 mm brick screen divider) - R61 000 per structure.



ZWELIHLE, HERMANUS



3.2 PRINCE ALFRED HAMLET INFORMAL TRADING AREAS

3.2.1 Voortrekker Street, PA Hamlet

Twelve (12) demarcated stands are available in PA Hamlet. All the stands are still available for lease by the public. The stands must still be numbered. There are sufficient ablution facilities on the site, consisting of 4 female and 3 male toilets.



3.2.2 First Avenue, Kliprug

Twenty-six (26) hawker stands exist on this area. The stands are not demarcated or numbered due to the establishment of the new play park on the same site. There is no interest from the public to do business on this specific area (up to date no applications for hawker stands was received). Since the ceasing of the SASSA pay point, interest faded.



3.2.3 P.A HAMLET VACANT MUNICIPAL BUILDING: ERF: 372/175, STASIE WEG



BUILDING STRUCTURE & HISTORICAL BACKGROUND

SURROUNDING: The building is situated left of the R310 in P.A Hamlet. The date of erection of the building is unknown as well as the use of it. It was apparently only used as a garage units.

Outside walls are a 280mm brick wall that consists of 110mm clay brick and 110 goldbrown face brick.

The walls are rounded of with plaster both in and outside with a cement floor.

Iron windows size 1,146 x 0,62m is build into each unit with glas sizes (460 x 300mm).
The roof consists of 50 x 75mm roof pulins with corrugated roof sheets with no ceiling.

REMARKS AND RECOMMENDATIONS:

Wall:

No serious cracks in the walls.

Face brick on the corners on the north side has been taken out but can be replaced.

Graffiti is on the walls but can be cleaned with spirit of salts.

Roof purlins at the entrance must be removed and replaced with lintels (110 x 150mm).

Inside walls must be replaced with new plaster.

2 x iron window frames were removed and must it be replaced.

Glass in window (460 x 300 mm) must be replaced with putty.

Roof component

The roof must be replaced with new roof purlins and new corrugated roof sheets .

Facia boards, gutters and down pipes must be replaces

CONCLUSION:

The structure can be reused and thus a complete building plan is required to assess whether it will comply with the National Building Regulation (Reg. 103 of 1977) & Sans 10400.

3.3 TULBAGH INFORMAL TRADING AREAS

3.3.1 Market and Piet Retief Street

There are twenty-nine demarcated hawkker stands in Market- and Piet Retief Street. No ablution facilities are available. No applications have been received and all these stands are still available. Hawkers prefer to do business in the main road of Tulbagh because of visibility.



3.3.2 Witzenville, Karee Street

Currently twenty-one demarcated hawker stands are onsite. No ablution facilities are available. There is no interest from the public to do business on this specific area (up to date no applications for hawker stands was received). Since the ceasing of the SASSA pay point, interest faded.



3.4 WOLSELEY INFORMAL TRADERS

3.4.1 Voortrekker Street

Twelve existing stands are currently onsite. The only ablution facility is at the municipal office (closed during weekends). The marking and numbering of the stands must still be done after the upgrading of the tarred area.



3.4.2 Church Street

Twenty-six (26) existing stands are onsite. The closest abluion facilities are at the municipal swimming pool and the library. Until now did not show interest in obtaining any stands.



3.5 OP-DIE-BERG INFORMAL TRADERS

3.5.1 De Keur Street

Currently fifteen (15) stands are onsite. The nearest abluion facilities are about 80m away, which is the municipal public abluion facility. Only two stands are currently occupied. This area needs to be upgraded.



4. INPUT FROM DEPARTMENT TECHNICAL SERVICES:

4.1 Town planning

In principle no objection provided that ship containers not be used for stall structures on Erf 1055.

4.2 Water & Sewerage Services:

None.

4.3 Roads & Storm water:

None.

4.4 Electricity:

None.

4.5 General comments on Infrastructure / Municipal Services

Witzenberg Municipality will be responsible for the maintenance of the immovable property (Stands/Economic hubs). The cost of basic services will be the responsibility of the lessee.

Water

Existing Municipal water connection points will be needed, which will supply water to the stalls and ablution facilities as required. The exact extent of the water supply will be established and confirmed, in collaboration with the Municipality, during the design stages.

Sewerage (Ablution Facilities)

Fully waterborne communal ablution facilities will be needed with hand-basins. No shower facilities will be available in the ablution facilities.

Parking, Walkways and storm water

The areas identified to be paved are the parking areas and possibly the walkways (depending on the facility option chosen for the development).

Fencing

Perimeter fencing will increase the level of security of the proposed facilities, minimizing the chances of the facilities being vandalised. It also creates a better controlled environment, minimizing theft and other associated crimes.

Maintenance

Witzenberg Municipality will be responsible for the overall maintenance of all immovable properties on this specific site.

5. LEGAL REQUIREMENTS:

Informal traders have to be regulated in terms of the bylaws approved by Council. The legal department will deal with all legal issues and lease agreements including renting fees.

6. FINANCIAL IMPLICATIONS:

Funding for upgrading of Informal traders infra structure will be source from possible government departments and funders.

7. COMMUNITY VALUE:

The initiative gives small businesses the opportunity to create jobs and contribute to the economic growth of the area.

8. SUSTAINABILITY:

To sustain the viability of the project each entrepreneur will sign a lease agreement with the Witzenberg Municipality.

This will only be after the proposal has been approved.

To ensure the sustainability of the businesses each entrepreneur will be introduced to various business skills training and workshops.

8.1 Stakeholder Involvement

The Informal Trader Committee and all stakeholders from Government, private sector, businesses and the community which is part of the Small Town Regeneration Committee will be engaged in this economic development initiative.

8.2 Access to finance

Funding proposals will be presented to the following stakeholders.

- Provincial Government
- National Government
- International Partners
- Local business
- Loan funding will be a last option.

8.3 Improvement / Impact assessment

Improvement assessments will be done on a monthly basis to determine if the Informal Trader Infrastructure development had a positive impact on the following.

1. Business income
2. Profit
3. Cost
4. Employment creation

9. RECOMMENDATION:

That Council take notice of the status quo report on Informal Traders.

That Council approved that the following areas be earmarked for the operation of Small Businesses

- Voortrekkers street (Adjacent to Traffic Department)- Erf 1055

That the type of facilities for the upgraded and new sites be further investigated and an item be brought to Council for approval.

That Council approve the vandalised PA Hamlet building as an Economic hub.

**JS KRIEGER
DIRECTOR: COMMUNITY SERVICES**

David Nasson

From: Trevor Abrahams
Sent: Tuesday, 19 November 2019 9:54 AM
To: David Nasson
Subject: Vergadering met Smouse van Tulbagh op 6 Nov. 2019

Beste MM.
Hiermee my notes uit bg vergadering.

TEENWORDIG

Les Wee
John William's
Odwa Zendhan
William Adam's
Katrina Januarie
W. Tabane
David Frederick's
Nic Ontong
Jan Maans
Stephan Nyanga

INSETTE DEUR AFVAARDIGING

WILLIAM ADAMS

Kla oor die huidige staanplekke wat min besigheid lewer agv SASSA wat direk in begunstigdes se rekening betaal word.
Kla ook oor Law enforcement
Vra dat hulle in van der Stelstraat geakkomodeer word

JAN MAANS

Verkoop droee vis
Kla oor Wettoepassers
Plaaswerkers is sy kliente en hulle kom nie daar waar die staanplekke is nie
Naby Spar is vir hom die beste verkooppunt
Noem dat daar genoegspasie op die oostekaant van van der Stel straat is omdat die sy paadjie breed is

WISEMAN

Kla ook oor wetstoepassing
Kla ook oor die boetes wat hy ontvang het
Hy staan tans voor die kerk met sy produkte

DIE ANDER PERSONE SE INSETTE REFLEKTEER DIESELFDE KLAGTES EN VERSOEKE.

BESLUIE

1. T. ABRAHAMS sal met MM vergader om die groep se insette oor te dra
2. Die lede van Tulbagh SMME forum sal met Rhodes vergader asook ander besighede in Van Der Stel straat om hul behoeftes te kommunikeer
3. Die groep versoek dat T. Abraham's die MM versoek om na die By- law te kyk en hulle toelaat om in V.D Stel straat besigheid te doen.

MM EK WAS SATERDAG 16 NOVEMBER 2019 IN TULBAGH OM MYSELF TE VERGEWIS
RAKENDE DIE SMOUS HANDEL DAAR . EK HET VAN DIE PERSONE WIE DIE VERGADERING
MET MY BYGEWOON HET SIEN BESIGHEID DOEN IN VD STEL STRAAT EN ALLES HET
RUSTIG EN ORDELIK VOORGEKOM.

DIE Uwe
T. Abrahams

Sent from Samsung tablet.

MEMORANDUM

AAN / TO: MAYCO & COUNCIL

VAN / FROM: ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER

DATUM / DATE: 2 MARCH 2020

VERW. / REF.: 17/18/1

ALLOCATION OF LAND FOR INFORMAL TRADERS

PURPOSE

To investigate and consider the allocation of a more viable trading space for informal traders in Tulbagh, as per Committee for Local Economic Development and Tourism resolution minutes on 20 November 2019 17/18/1 (attached).

BACKGROUND AND DELIBERATION

Informal Traders in Tulbagh requested that they be allowed to do business in town, due to most of their customers being farmworkers from surrounding towns.

It was requested in the minutes of the Committee for Local Economic Development and Tourism (20 November 2019), that a site inspection of the area in front of the "Öu Sendingkerk" in Van der Stel Street be conducted for the purpose of informal trading.

Please see below inputs from Acting Manager: Socio-Economic Development, Manager: Town Planning & Building Control and Manager: Streets and Storm water.

INPUTS:

1. Socio-Economic Development

- A site visit was conducted in February 2020
- The area in front of the "Ou Sending Kerk" is approximately 5 meter wide.
- During the majority of the farmworkers' paydays, people tend to stand in rows close to the nearby ATM's, making the area highly viable for informal traders
- It must be mentioned that Tulbagh has a big tourism sector and that cognisance must be taken that the "Old Sendingkerk" is also a tourist attraction. Therefore the entrance of the "Old Sendingkerk" must be accessible for tourists to visit. To this extent, input may be obtained from the Local Tourism Association in Tulbagh.
- See photos of the above mentioned area:





The current trade area

The current trade area allocated to the informal traders that is the closest to the Central Business District area is located adjacent to the Tulbagh Municipal offices, in front of Tulbagh High School (both in Market Street) and at the back of a parking bay of a business centre (corner Market & Piet Retief Street).

The trade spaces adjacent to the Municipal Offices is located on the sidewalk, but has a downward slope, making it difficult for the traders to trade in these demarcated spaces. The trade space in front of Tulbagh High School is taking away parking space for the school and positioned is on a storm water lid. This area does not seem to be a viable economic space for the informal traders. The space at the back of the parking bay also does not seem to attract the informal traders preferred clientele either. Please see below photos taken of the current trading spaces closest to the CBD area.





2. INPUTS FROM: TOWN PLANNING& BUILDING CONTROL

- No objection

3. INOUTS FROM STREETS AND STORMWATER

- No objection, subjected to the marked areas for the traders next to the garden area be marked in order to ensure free access for pedestrians adjacent to the Ervin border.

RECOMMENDATIONS:

- For MAYCO & Council to consider demarcating a trading space for informal trading in the area of the “Old Sendingkerk” to informal traders in Tulbagh.

Trim

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO : Municipal Manager (MM)
 VAN / FROM : Manager Amenities and Environment
 DATUM / DATE : 24 October 2019
 VERW. / REF : 17/9/2

WITZENBERG MUNICIPALITY: INVASIVE SPECIES MONITORING, CONTROL AND ERADICATION PLANS FOR PRINCE ALFRED HAMLET AND OP DIE BERG

Purpose:

To inform Council that Aurecon Pty (Ltd) completed the Invasive Alien Species Monitoring, Control and Eradication plans for Op die Berg and Prince Alfred Hamlet and to request an opportunity for Aurecon Pty Ltd to workshop the **final** draft plans with Council.

Background and deliberation:

In terms of the National Environmental Management: Biodiversity Act 10 of 2004 (NEMBA) each organ of state is responsible for preparing an Invasive Alien Species Monitoring, Control and Eradication (IASMC&E) plan within their area of jurisdiction and for controlling listed invasive species on municipal owned land

Aurecon Pty (Ltd) developed the Strategy and Plans for Ceres Nature Reserve and the Wolseley Commonage in 2017.

Aurecon Pty (Ltd) submitted the **final** draft Plans of the Prince Alfred Hamlet and Op die Berg Commonage for Council's approval. The mentioned was also submitted to the Department of Environmental Affairs for their approval in terms of Section 76(2) and 73(2) of NEMBA.

Recommendation:

That Aurecon Pty Ltd be invited to the next council meeting to workshop the plans and for the plans to be approved by Council.


 H TRUTER
 Manager Amenities and Environment


 David Nasson
 Municipal Manager



Kindly address all correspondence to the Municipal Manager / Rig asseblief alle korrespondensie aan die Munisipale Bestuurder / Mphike mthabane mayithwele kuMawuli kaMasipala

A municipality that cares for its community, creating growth and opportunity!
'n Munisipaliteit wat omgee vir sy gemeenskap en groei en geleenthede skep!
Umasipala olukhathaleleyo uluntu lwakhe, odala ukukhula namathuba!



CAPENSIS

aurecon



Invasive Species Monitoring, Control & Eradication Plan: Prince Alfred Hamlet

Witzenberg Local Municipality

10 September 2019

Revision: 0

Reference: 506014

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Author signature		Approver signature	
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Title	Senior Consultant	Title	Senior Consultant

Invasive Species Monitoring, Control & Eradication Plan

Date 10 September 2019
Reference 506014
Revision 0

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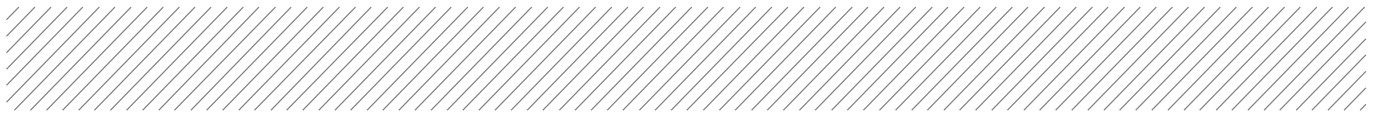
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Pearl Rakeepile



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Glossary of Terms

“**Alien species**” as defined in National Environmental Management: Biodiversity Act, No. 10 of 2004 refers to:

- (a) *A species that is not an indigenous species; or*
- (b) *An indigenous species translocated, or intended to be translocated, to a place that is outside its natural distribution range in nature, but not an indigenous species that has extended its natural distribution range by natural means of migration or dispersal without human intervention.*

“**Biodiversity**” as defined in the National Environmental Management: Biodiversity Act, No. 10 of 2004 refers to the variability among living organisms from all sources including terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part, and also includes diversity within species, between species, and of ecosystems.

“**Biological control**” as defined in Regulations (GNR No. 10244) pursuant to the National Environmental Management: Biodiversity Act, No. 10 of 2004 means the use of specimens of one species for the purpose of preying on, parasitising on, damaging, killing, suppressing or controlling a specimen of another species.

“**Competent Authority**” as defined in the National Environmental Management: Biodiversity Act, No. 10 of 2004 in relation to the control of an alien or invasive species means:

- (a) *The Minister*
- (b) *An Organ of State in the national, provincial or local sphere of government designated by regulation as a competent authority for the control of an alien species or a listed invasive species in terms of NEM:BA.*

“**Containment**” as defined by the National Strategy for Dealing with Biological Invasions in South Africa (DEA, National Strategy for dealing with Biological Invasions in South Africa, 2014) refers to actions taken with the aim of reducing the spread of invasive species, e.g. by preventing incursions into new areas, and extirpating any species that are found outside a defined area or beyond a defined line.


“**Control**” as defined in the National Environmental Management: Biodiversity Act, No. 10 of 2004 means:

- (a) *To combat or eradicate an alien or invasive species; or*
- (b) *Where such eradication is not possible, to prevent, as far as may be practicable, the recurrence, re-establishment, re-growth, multiplication, propagation, regeneration or spreading of an alien or invasive species*

“**Eradication**” as defined by the National Strategy for Dealing with Biological Invasions in South Africa (DEA, National Strategy for dealing with Biological Invasions in South Africa, 2014) refers to the removal of an entire population of an alien species within a designated management unit where re-colonization is unlikely to occur.

“**Indigenous species**” as defined in the National Environmental Management: Biodiversity Act, No. 10 of 2004 refers to a species that occurs, or historically occurred, naturally in a free state in nature within the borders of the Republic, but excludes a species that has been introduced to the republic as a result of human activity.

“**Invasive species**” as defined in the National Environmental Management: Biodiversity Act, No. 10 of 2004 refers to any species whose establishment and spread outside of its natural distribution range:

- 
- (a) *Threatens ecosystems, habitats or other species or has demonstrable potential to threaten ecosystems, habitats or other species; and*
 - (b) *May result in economic or environmental harm or harm to human health.*

“Invasive Species Monitoring, Control and Eradication Plan” as defined in Regulations (GNR No. 10244) pursuant to the National Environmental Management: Biodiversity Act, No. 10 of 2004 refers to a plan contemplated in Section 76 of the Act and in Regulation 8.



Abbreviations & Acronyms

“IAP”	Invasive Alien Plant
“IAS”	Invasive Alien Species
“CAPE”	Cape Action for People and the Environment
“DEA”	National Department of Environmental Affairs
“ISMC&E”	Invasive Species Monitoring, Control and Eradication
“NEMA”	National Environmental Management Act, No. 107 of 1998
“NEM:BA”	National Environmental Management: Biodiversity Act, No. 10 of 2004
“PAH”	Prince Alfred Hamlet
“SANBI”	South African National Biodiversity Institute
“SMART”	Specific, Measurable, Assignable, Realistic and Time-bound
“WLM”	Witzenberg Local Municipality



Executive Summary

This Invasive Species Monitoring, Control and Eradication (ISMC&E) Plan applies to approximately 1,067 ha of land at Prince Alfred Hamlet that falls under the jurisdiction of the Witzenberg Local Municipality (WLM).

The ISMC&E Plan has been compiled in accordance with the requirements of regulations and lists pursuant to the National Environmental Management: Biodiversity Act, No. 10 of 2004 (NEMBA), and as required in terms of the Guidelines for Species Listed as Invasive (DEA, 2015). The ISMC&E Plan for Prince Alfred Hamlet has also been aligned with the Invasive Alien Species Strategy: Towards 2035 prepared for the WLM (Aurecon, 2017), and is an important tool in implementing the strategic mission such that the strategic vision can be realised. The vision describes the WLM in 2035 where the efforts to control invasive species in priority areas are underway. The mission is to achieve coordinated and sustainable interventions in priority areas that are supported by the community, to actively challenge all stages of invasion in these areas, and to fulfil the WLMs legal mandate in managing invasive species on land under its control. The ISMC&E Plan provides objectives, goals and actions for the next 10 years and needs to be reviewed every five years.

The presence of invasive alien fauna or other organisms in the Prince Alfred Hamlet area have not as yet been recorded as problematic. This ISMC&E Plan is therefore focussed on invasive alien plants, specifically on those that are listed in national legislation and occur within or pose a threat to the WLM. The ISMC&E Plan can be updated to include for fauna and other organisms if ever required.

The document is structured as follows:

- *Chapter 1 - Context:* This chapter provides an introduction to the context and purpose of the ISMC&E Plan, the legislative framework within which the document has been compiled, and the approach taken to realise the ISMC&E Plan.
- *Chapter 2 - Overview of Prince Alfred Hamlet:* This chapter provides an overview of Prince Alfred Hamlet, information on the key vulnerabilities to invasion, including the invasion pathways and vectors, and the invasive plant management history and efforts.
- *Chapter 3 - IAP Management Units for Prince Alfred Hamlet:* This chapter provides the management units and management objectives for invasive plant species in Prince Alfred Hamlet, the listed plant species that have been reported or recorded as problematic, the prioritisation of the management units and the process required to develop a systematic clearing process.
- *Chapter 4 – Responsibilities and Reporting Requirements:* This chapter describes the responsibilities and reporting requirements necessary to implement the ISMC&E Plan.
- *Chapter 5 – Monitoring & Evaluation:* This chapter describes the targets for monitoring and evaluation.

1 Context

1.1 Introduction

Aurecon South Africa (Pty) Ltd (Aurecon) has been appointed by the Witzenberg Local Municipality (WLM) to prepare an Invasive Species Monitoring, Control and Eradication (ISMC&E) Plan for Prince Alfred Hamlet, as required in terms of national South African legislation. A major contributor to this study is Capensis Ecological Consulting (Pty) (Capensis) for matters pertaining to invasive plant species.

The survey area surrounds the town of Prince Alfred Hamlet which is under the jurisdiction of the WLM, located in the Cape Winelands District of the Western Cape and includes the following three areas:

- part of the Skurweberge mountain range;
- the Prince Alfred Hamlet commonage; and
- the Prince Alfred Hamlet landfill site.

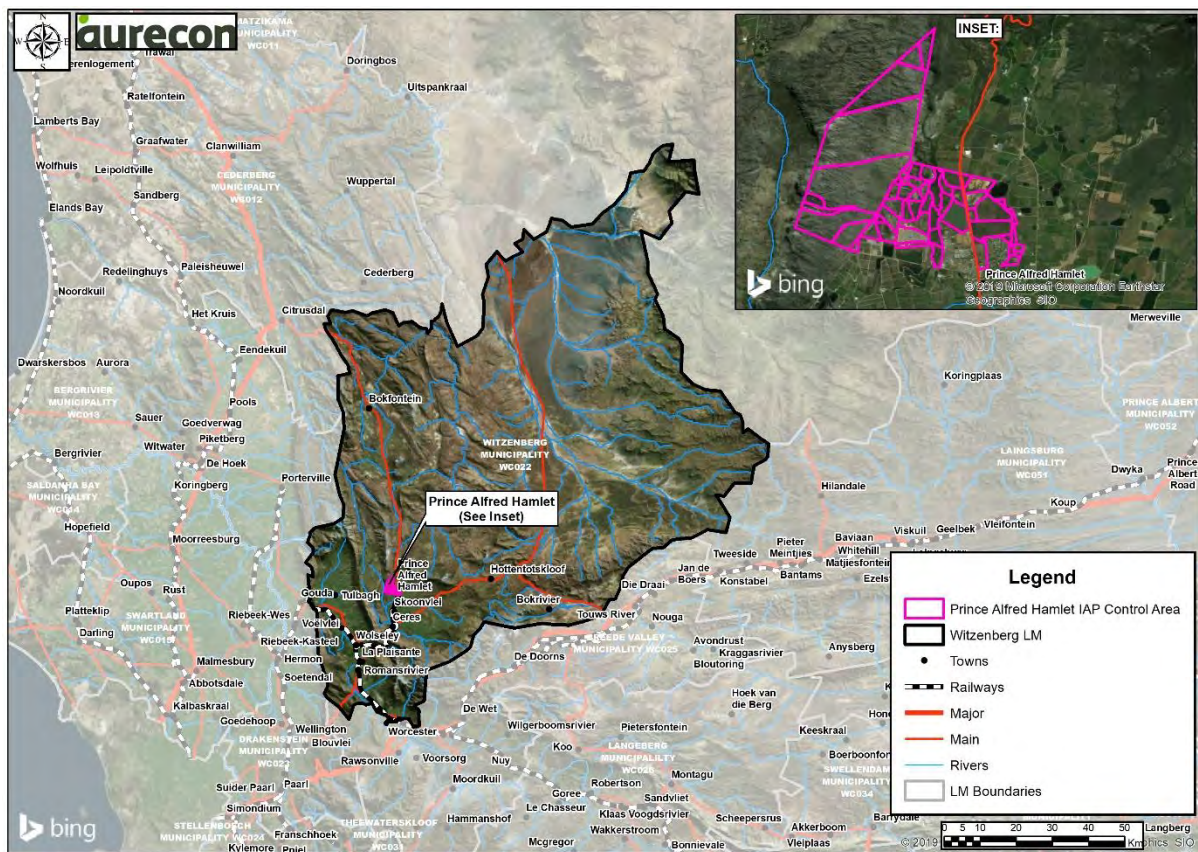



Figure 1: Map indicating the locality of Prince Alfred Hamlet in the context of the Witzenberg Local Municipality, Western Cape (an A3 version of this figure is provided as an Annexure to this report for better legibility)

1.1.1 Focus on Listed Invasive Alien Plant Species

National South African legislation has recognised and listed more than 550 alien species that are considered invasive species in this country and are required to be eradicated, controlled or permitted, depending on their categorisation. An **alien species** is one that is not an indigenous species and is considered an **invasive species** when it has spread outside of its natural distribution range to the extent



that it threatens, or has the potential to threaten, ecosystems, habitats or other species. This threat may result in economic or environmental harm, or harm to human health (NEM:BA, 2004).

Invasive alien species (IAS) include the whole spectrum of life forms: micro-organisms (microscopic algae, free-living protozoans, virus, bacteria, fungus, yeasts, etc.); all levels of plant groups (marine, freshwater and terrestrial); invertebrates (terrestrial and aquatic molluscs; arthropods including marine and freshwater crustaceans, spiders; insect pests and disease vectors); and vertebrates (fish, amphibians; reptiles; birds; and mammals) (Emerton & Howard, 2008).

Invasions within terrestrial systems have received the most attention to date, a bias that arises from the general perception that these have the greatest ecological and economic consequences (CAPE, 2009). Natural and important processes such as nutrient cycles, hydrological cycles, fire frequency and intensity, erosion and sedimentation cycles and purification processes are interrupted or negatively altered by rampant alien plant species.

Invasive species that have been identified as problematic in Prince Alfred Hamlet are predominantly terrestrial plant species. The presence of invasive alien fauna or other organisms in Prince Alfred Hamlet have not as yet been recorded as problematic.¹

This ISMC&E Plan is therefore focussed on invasive alien plants (hereafter referred to as ***invasive alien plants*** (IAPs), specifically on those that are listed in national legislation and occur within or pose a threat to the WLM. The ISMC&E Plan can be updated to include for fauna and other organisms if ever required.

1.1.2 Strategic Alignment

The ISMC&E Plan for Prince Alfred Hamlet has been aligned with the Invasive Alien Species Strategy: Towards 2035 prepared for the WLM (Aurecon, 2017), and is an important tool in implementing the strategic mission such that the strategic vision can be realised. The vision describes the WLM in 2035 where the efforts to control invasive species in priority areas are underway. The mission is to achieve coordinated and sustainable interventions in priority areas that are supported by the community, to actively challenge all stages of invasion in these areas, and to fulfil the WLMs legal mandate in managing invasive species on land under its control. The ISMC&E Plan provides objectives, goals and actions for the next 10 years (2020 – 2030), as this allows the WLM sufficient time to mobilise and implement the plan.

1.2 Legislative Framework

The National Environmental Management: Biodiversity Act, No. 10 of 2004 (NEM:BA) aims to provide for the management and conservation of South Africa's biodiversity, the protection of species and ecosystems that warrant national protection, the sustainable use and equitable sharing of indigenous biological resources, and the establishment and function of a South African National Biodiversity Institute (SANBI).

Chapter 5 of NEM:BA pertains to species and organisms posing potential threats to biodiversity and is intended to prevent the unauthorised introduction and spread of invasive species, to manage and control invasive species, to eradicate invasive species from ecosystems and habitats where they are causing harm, and to regulate environmental assessments pertaining to permits.

¹ According to the 2011 State of Rivers Report: Rivers of the Breede Water Management Area, alien fish species such as sharptooth catfish and smallmouth bass occurs in the Upper Breede River and its tributaries and are considered problematic. No literature was however found on the occurrence of these species in the Waboomsrivier.

- Chapter 5, Part 2, Section 76(2)(a) of NEM:BA requires that all organs of state in all spheres of government prepare an Invasive Species Monitoring, Control & Eradication (ISMC&E) Plan for land under their control.
- Chapter 5, Part 2, Section 76(2)(b) of NEM:BA requires that this ISMC&E Plan form part of the municipality's Integrated Development Plan (IDP).


The Act (NEM:BA) together with its Regulations, Lists and Guidelines described in subsequent sections of this document, address the absence of South African legislation focussing on the management of biological invasions.

1.2.1 Alien and Invasive Species Regulations GN. R No. 10244

On 1 August 2014, the Alien and Invasive Species Regulations (GN. R No. 10244) pursuant to NEM:BA were promulgated and came into effect on the 1 October 2014. Chapter 2 of the regulations provide categories of Listed Invasive Species namely, Category 1a, Category 1b, Category 2 and Category 3 and describes the responsibilities of the person in control of such species (Table 1).

Table 1: Categories of Listed Invasive Species as described in GN. R 10244, Chapter 2

Category	Description	Requirement
Category 1a	Species that are anticipated to be a potential threat and, as such, must be combatted or eradicated .	A person in control of a Category 1a species must: <ul style="list-style-type: none"> ■ Notify the competent authority of the species. ■ Take steps to control or eradicate such species. ■ Take steps to prevent or minimise harm to biodiversity. ■ Permit an authorised official to enter land to monitor, assist with, or implement the combatting or eradication measures. ■ Control species as per an invasive species management programme (if developed).
Category 1b	Established species that are a threat and must be prevented from spreading and as such must be controlled .	A person in control of a Category 1b species must: <ul style="list-style-type: none"> ■ control such species <ul style="list-style-type: none"> - by means of methods that are appropriate; - in a manner that causes the least possible harm to biodiversity; and - in a manner that prevents reestablishment, and prevents the species from producing offspring, forming seed, regenerating or regrowing ■ Permit an authorised official to enter land to monitor, assist with, or implement the combatting or eradication measures. ■ Control species as per an invasive species management programme (if developed).
Category 2	Species that require a permit for restricted activities within specified areas.	No person may carry put a restricted activity in respect of a Category 2 species without a permit, and must: <ul style="list-style-type: none"> ■ Ensure that specimens of the species do not spread outside of the specified area or the land over which they have control (specific exemptions may apply). ■ Control species as per an invasive species management programme (if developed).
Category 3	Species which are subject to exemptions and prohibitions .	<ul style="list-style-type: none"> ■ Plants identified as Category 3 must be considered as Category 1b species if they occur within a riparian area and must be managed accordingly. ■ A person must control such species as per an invasive species management programme (if developed).



In terms of Chapter 4 of the Regulations, management authorities of protected areas, and organs of state must prepare ISMC&E Plans and must submit these to the Minister for approval within one year of the publication of guidelines for the development of such plans. Guidelines were published on the 30 September 2015 by the Department of Environmental Affairs (DEA, 2015).

1.2.2 NEM:BA Alien and Invasive Species Lists - 29 July 2016

In terms of the NEM:BA Regulations, an updated set of Invasive Species Lists were published on 29 July 2016. This legislation came into effect on the 1 October 2016 and replaced all earlier Invasive Species Lists. The Alien and Invasive Species Lists comprise four notices, the latter two have relevance for ISMC&E Plans:

- **Notice 3:** Provides the *National Lists of Invasive Species*. The List categorises a total of 559 alien species as invasive, (of which 379 are terrestrial and freshwater plant species).
- **Notice 4:** Provides the *Prohibited Alien Species* List. The List categorises a total of 560 species as prohibited (species that may not occur in South Africa) (of which 238 are terrestrial and freshwater plant species).

1.3 Approach

Aurecon was appointed by the WLM to compile the ISMC&E Plan for Prince Alfred Hamlet. A number of key activities were required to achieve the plan, including:

- The appointment of a IAP Advisor.
- A stakeholder engagement exercise.
- A combination of methodologies to delineate the management units, determine the status quo, the nature and extent of the IAP problem, and the prioritisation of management units including a desktop review, stakeholder consultation, aerial and satellite imagery scrutiny, and field reconnaissance of priority areas with extensive ground-truthing.

1.3.1 Appointment of a IAP Advisor

Mr Paul Emms of Capensis Ecological Consulting (Pty) (Capensis) was appointed by Aurecon as the IAP Advisor for matters pertaining to invasive plant species and is a major contributor to this Plan.

1.3.1.1 Tasks

The following tasks were undertaken by the IAP Advisor toward the development of the ISMC&E Plan for Prince Alfred Hamlet:

- 1 Assign and map management unit compartments that are appropriate for the budget abilities of the WLM.
- 2 Compile a list of Invasive Species for each management unit:
 - a. Describe parts of the land that are infested with listed species, as well as an indication of the extent of the infestations; and
 - b. Report on the efficacy of previous control measures.
- 3 Prioritize the management units.
- 4 Provide current measures to manage listed species.
- 5 Provide measurable indicators of progress and success.

The task included a field reconnaissance of the priority areas which took place on 28 May, 29 May, 4 June 5 June and 12 June.

1.3.2 Stakeholder Engagement

1.3.2.1 Stakeholders

The following key stakeholders were identified with the WLM and contacted for information on historical and current IAP control projects taking place in the Prince Alfred Hamlet area:

- Breede-Gouritz Catchment Management Agency
- Ceres Business Initiative
- Department of Agriculture, Forestry and Fisheries: LandCare
- Department of Environmental Affairs
- Eskom
- Freshwater Research Centre
- Witzenberg Local Municipality (Fire and Disaster Management and Planning and Projects)
- Wolseley Water Users Association
- World Wildlife Foundation

1.3.3 Methodology

The approach to the study was undertaken in accordance with the *Guidelines for Monitoring, Control, & Eradication Plans* (DEA, 2015). The following methods were used:


1 *Management unit delineation:*

Management units were delineated with Google Earth aerial imagery, using features such as slope categories and habitat types (riparian, river, terrestrial). The management unit boundaries are defined by elements such as topography and geology (e.g. sandstone distinguished from shale bands). Prominent watercourses are separated from terrestrial areas as far as possible. Roads and property boundaries were also used to define the unit boundaries. Definable and practical land parcels were assigned, considering that management units will be cleared systematically and require practical and realistically-sized management units.

2 *Invasive species list and infestation status quo:*

This required a combination of methods:

- a. No information datasets relating to the invasive species distribution was available. The Wolseley Water User Association was however forthcoming in providing information on historical clearing activities in the area. Local knowledge was thus gathered pertaining to known areas of infestation (see Section 1.3.2).
- b. Mapping was performed using a combination of field reconnaissance and desktop verification. The field reconnaissance involved extensive ground-truthing of all areas except the mountainous areas where accessibility was difficult. However, several pre-determined points on the mountain were accessed on foot whereby samples of infestation levels could be determined, and further estimations could be made via desktop analysis.
- c. Google Earth satellite imagery available from 2019 was found to be of sufficient resolution to verify the percentage cover estimations for each IAP species. A printed aerial image, with the overlaid management units, was used to assign percentage cover estimation in the field. The percentage cover estimations were checked via desktop after the field estimations were made.

- 
- d. In order to ascertain the extent of cover by each of the Listed Invasive Plant Species in a management unit, the percentage of land that is invaded by the species was approximated as recommended by the Guidelines (DEA, 2015).
 - For larger tree species, it is recommended that an estimate be given for the percentage canopy cover by each species on the land under their control in the management unit compartments.
 - For herbaceous species, an estimate should merely be made of the percentage of land invaded by each species on the land under their control in the management unit compartments.

3 *Management unit prioritisation:*

The species distribution maps were used to categorize the management units according to areas of Low, Medium and High Priority as described in Section 3.4.

1.3.4 Limitations

It is important to note the key limitations of the study:

- 1 Due to the extensive area of the Prince Alfred Hamlet Commonage and the mountainous area to the west of the commonage (1,067 ha), the mapping exercise relies on a combination of estimations and assumptions regarding the levels of IAP cover. The PAH Commonage and landfill was surveyed more extensively than the mountainous area, but accurate estimations were still difficult given the complexities of the site and species composition. The IAP percentage cover estimations were thus achieved using a combination of field and desktop analysis. Due to the difficulty in accessing the rugged mountainous area only a few sample points could be made. Parts of the mountainous area were accessed on foot (for the south and north sides respectively) but due to the extremely rugged terrain it was difficult to cover great distances. The cover estimations were nonetheless obtained with a high level of confidence.
- 2 The estimations of pine tree cover at a desktop level was difficult since these were often present as scattered populations over extensive areas, specifically the mountainous area. Furthermore, cover estimations from satellite imagery was hampered by various limiting factors such as shadow casting (off rocks and steep south-facing mountains), cloud cover and the presence of indigenous species with similar appearance to pine. Large indigenous species such as *Protea laurifolia*, *Maytenus oleoides* and *Protea nitida* may be confused with pine species from an aerial perspective.
- 3 Google Earth satellite imagery available from 2019 was found to be of sufficient resolution to verify the percentage cover estimations for each IAP species. This method is however not error proof since certain plant groups such as pines cannot be determined to species level from aerial imagery.

2 Overview of Prince Alfred Hamlet

2.1 Description of site

The survey area encompasses 1,067 ha of land surrounding the town of Prince Alfred Hamlet as described in Table 2 below.

Table 2: Description of the Prince Alfred Hamlet site

Category	Mountainous	Commonage	Landfill
General:	A section of the surveyed area includes part of the Skurweberge mountain range (also referred to as Alfreds Berg), which is extremely rugged with moderate to steep slopes.	The Prince Alfred Hamlet commonage consists of open, generally flat, undeveloped land with the Waboomsrivier crossing through the property. The commonage is bordered by Alfreds Berg in the west and the R303 in the east. An informal settlement is located at the southern site boundary. The commonage extends south of the landfill site and includes both intact vegetation and heavily disturbed land to the south and east side.	The Prince Alfred Hamlet landfill site is located north of the town.
Land use:	The mountainous area is very rugged and managed for its ecological value.	The commonage is informally used for grazing, as a landfill site, sand mining and wood gathering. An Eskom servitude also crosses the site.	Domestic waste disposal (including garden waste).
Vegetation:	This area is covered with Winterhoek Sandstone Fynbos which is listed as Least Threatened (Government Gazette, 2011).	Vegetation belongs to the Ceres Shale Renosterveld type and is listed as Vulnerable (Government Gazette, 2011).	Remaining vegetation belongs to the Ceres Shale Renosterveld type and is highly disturbed. (Note that intact vegetation does occur at the site boundary).
Conservation management:	The portion located between the Skurweberg and the Waboomsrivier comprises a mosaic of disturbed habitats characterized by terrestrial and wetland zones. According to the 2017 Western Cape Biodiversity Spatial Plan (CapeNature, 2017), the entire Prince Alfred Hamlet control area is considered a category 1 Ecological Support Area (ESA 1). ESA 1 areas are generally in a natural/ near-natural or moderately degraded condition and play an important role in supporting the function		

Category	Mountainous	Commonage	Landfill
	of protected areas and/or Critical Biodiversity Areas, as well as the provision of ecosystem services. Note that the Skurweberg properties are located within a protected area, namely the Winterhoek Mountain Catchment Area. Furthermore, the site has been identified as a Strategic Water Source Area for both groundwater recharge and surface water runoff. Please see Section 2.2.2.3 for more information on Strategic Water Source Areas.		
Other:	Dumping within the freshwater systems was frequently observed and is a major cause of pollution and water contamination. Flower pickers were also observed leaving the site.		Numerous IAPs were observed at the landfill and which some may have been introduced through the disposal of garden waste.

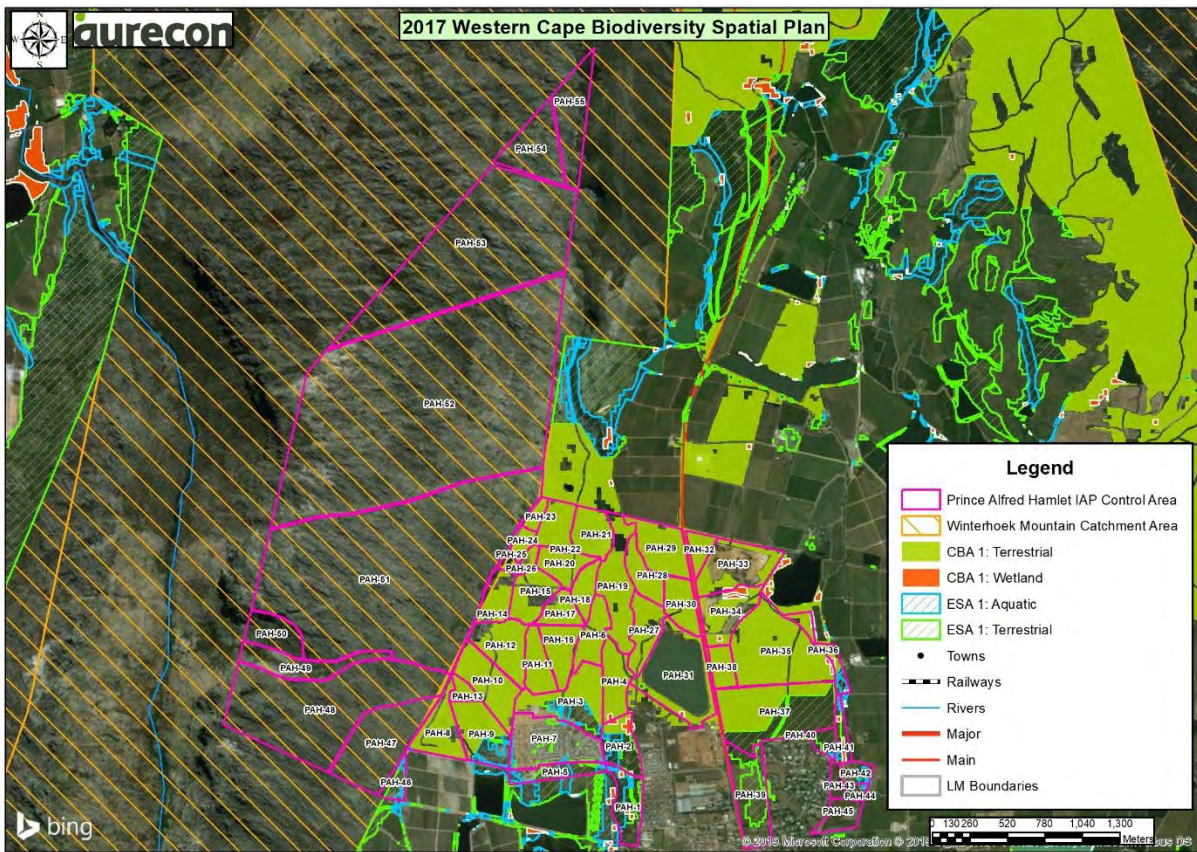
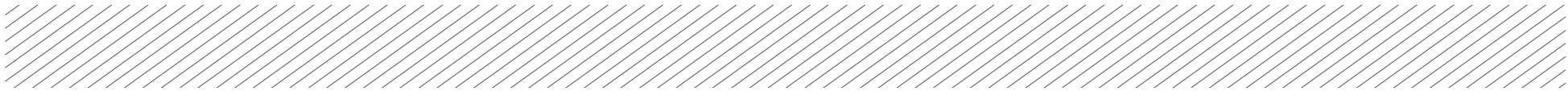


Figure 2: Map showing the conservation management objectives identified in terms of the 2017 Western Cape Biodiversity Spatial Plan (an A3 version of this figure is provided as an Annexure to this report for better legibility)



2.2 Key Vulnerabilities to Invasion


2.2.1 Invasion pathways and vectors

Invasion pathways are the means by which invasive species colonize or spread through an area. Plant propagules (e.g. seed, roots, stems) are the source whereas wind, animals, watercourses and disturbance are the means through which these spread. In the case of the study area human-induced disturbance and IAPs occurring in residential dwellings are the primary invasion pathways. Disturbance is limited almost exclusively to the edge of the developed parts of the town. The following invasion pathways were identified in addition to the aforementioned:

- **Wood cutting:** This is the most common activity on the commonage. The dense stands of black wattle are used as a source for building informal houses, livestock enclosures or 'hokkies', and fire wood. In this regard, the invasive black wattle is a source for many people's livelihoods but also contributes to the expansion of illegal occupation of land. The increasing disturbance of the land is a contributing factor to spreading IAP's.
- **Illegal sand mining:** The act of excavating sand creates disturbed patches that are rapidly colonized by IPAs.
- **Livestock grazing:** The commonage is used by people from the informal settlements to graze their livestock. This leads to degradation of the natural vegetation and allows for opportunistic IAPs to colonize and spread.
- **Human trampling:** A multitude of paths results in disturbance that allows for colonization of IAPs along these pathways.
- **Fire:** Fires may inadvertently be started by illegal woodcutters and the informal settlement, which exacerbates the spread of invasive species. Moving and spreading of felled material may also lead to further spread into existing or uninvaded areas.
- **Dumping and pollution:** Dumping and pollution is a source of nutrient inputs within wetland and terrestrial habitats. Increases in nutrients such as nitrates and phosphates are not only detrimental to fynbos that is adapted to nutrient-poor soils but enhances the growth rate and spread of IAP's.
- **Wind:** Winged seeds (e.g. pine seeds) are transported by gusts of wind that may spread seed great distances from an initial invasion point or aid the progressive spread of populations.
- **Water:** Seeds and propagules are transported along watercourses.
- **Human transport:** Seeds can stick to clothes and transported along paths that are already disturbed and susceptible to IAPs.
- **Animal transport:** Seeds can stick to fur, be ingested, carried and expelled by various animal (e.g. baboons, birds).
- **IAPs:** the presence of IAPs and their effect on the natural environment often leads to further spread due to seed generation, changes in soil nutrient load and erosion.

2.2.2 Impacts

Invasive species flourish in the absence of natural enemies. These species may rapidly reproduce and spread, consuming and eventually depleting valuable resources such as water, food and space from indigenous species. Invariably the invasive species may outcompete indigenous species and cause significant negative environmental impact. Some of the most notable environmental impacts associated



with IAP in the Prince Alfred Hamlet site include fire risk, loss of biodiversity, water depletion and human activity.

2.2.2.1 Fire risk

The escalating effect of IAP infestation often leads to an increase in secondary risks such as wild fires. Not only can infestation of IAPs increase the prevalence of fires as a result of density-dependent factors, but they may also increase fuel loads which lead to increased burning temperatures, which may in turn damage soil structure and lead to increased erosion.

IAPs attain a high biomass and accumulate a higher than normal fuel load, and fires through these infestations typically burn at higher temperature than a wild fire would in indigenous fynbos. While fire is an essential ecological process maintaining fynbos, fires that burn too hot can cause damage to the soil seed bank and soil integrity. Higher fire intensities make wild fires more difficult to control. This has a number of unfavourable implications:

- The seedbank of naturally occurring species may be severely negatively impacted and decreased. This enables the invader species to further outcompete the natural plants.
- Natural resprouting species e.g. some *Leucadendron* species can be killed by high intensity fires.
- Fires are able to burn in areas where, under fynbos, they would not have been able to impact e.g. pine infestations up gorges and on cliff faces.
- The soil can be negatively impacted by a greater intensity fire through an IAP infestation than a typical wild fire through fynbos. The higher fire intensity on invaded areas can result in the development of water-repellent layers in the soil. This in turn leads to severe erosion during the following rainy season, degrading catchment areas and leading to flood damage.

Some of the most successful terrestrial invasive plants in the Fynbos Biome originate from fire-prone ecosystems. Since these already have a competitive advantage in terms of growth rate, the added benefit of being fire-stimulated intensifies the problem.

2.2.2.2 Loss of Biodiversity

IAPs pose a significant threat to biodiversity since they outcompete the indigenous species, potentially transforming an area to a single or suite of alien species dominating the landscape. The potential loss of ecosystem services may lead to increased pressure on fulfilling basic needs such as food, water, clean air, and medicine.

Competitive advantage can be due to a combination of traits such as preferable climatic condition, ability to change soil conditions to favour the invasive species, and lack of natural predators (even though biocontrol agents have been introduced to several species). Certain species (such as Australian *acacias*) alter the soil by increasing nitrogen (N) levels in the soil due to high organic content and the presence of N-fixing bacteria in their roots. Fynbos species are sensitive to changes in nutrient levels such as nitrogen.

2.2.2.3 Water Depletion

Research has proven that IAPs in South Africa, especially in dense stands along rivers, use more water than indigenous vegetation. This results in a reduction in water availability, which could translate to approximately 4% to 16% in invaded areas. Nationwide efforts to control IAPs are thus essential to safeguard South Africa's limited water resources. Freshwater ecosystems are vulnerable to human activities, and these activities can exacerbate the IAP problem which can lead to irreversible damage (e.g. indigenous or endemic species extinctions) or to long-term, gradual, cumulative changes (e.g. accelerated erosion and sedimentation, pollution). This is of specific concern to the Prince Alfred

Hamlet site since its classification as a Strategic Water Source Area by the Water Research Commission in 2017 (SANBI, 2017b). Strategic Water Source Areas either:

- a) “supply a disproportionate (i.e. relatively large) quantity of mean annual surface water runoff in relation to their size and so are considered nationally important; or
- b) have high groundwater recharge and where the groundwater forms a nationally important resource; or
- c) areas that meet both criteria (a) and (b).”

Prince Alfred Hamlet is a Strategic Water Source Area in terms of option (c) listed above. Invasive alien species management thus makes up a critical aspect of freshwater ecosystem management and conservation. The purpose of freshwater ecosystem management is to conserve biodiversity pattern (i.e. species numbers and distributions) and ecological processes (e.g. sediment supply, hydrological regime, organic matter inputs) and to maintain natural variability (Shine, 2008).

1.6.2.4. Human activity

Woody IAPs provide a readily available source of fuel and construction materials on the PAH Commonage. The activities associated with accessing and harvesting wood has resulted in an impact on the natural vegetation. The main disturbances include human trampling. Areas containing black wattle (*Acacia mearnsii*) and gum species appear to be the most heavily impacted. The inability for natural recovery of indigenous vegetation to occur is a concern since this not a concern for illegal wood cutters. Harvested areas may also proliferate since herbicide is not applied to cut stems.

2.3 Management History

2.3.1 Efficacy of Previous Control & Eradication Methods

Documented information pertaining to previous clearing activities is not available. Various stakeholders were contacted, including the Mr Ryno Pienaar of the Wolseley Water who confirmed that information regarding past clearing activities does not exist and that no known past clearing activities have been carried out.

2.3.2 Potential Partnerships

2.3.2.1 Breede-Gouritz Catchment Management Agency (BGCMA)

The BGCMA has been involved with various clearing initiatives in the Breede River catchment has made funding available in the past to assist with clearing initiatives along a 30km stretch of the Breede River near Wolseley.

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Elkerine Rossouw
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2.3.2.2 CapeNature

CapeNature (officially the Western Cape Nature Conservation Board) is a government organisation responsible for maintaining wilderness areas and public nature reserves in the Western Cape. CapeNature provides invasive alien management in these areas to ensure a sustainable water supply and to make cleared land productive again. The biomass from certain targeted species is used in various initiatives such as furniture making. Through the CapeNature alien vegetation removal programme, people from local disadvantaged communities are trained in plant

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identification, chainsaw use, health and safety, herbicide use, personal finance, nutrition, drug awareness, site management, educating peers, and field safety and survival.

2.3.2.3 Cape Winelands District Municipality

The Cape Winelands District Municipality (CWDM) is one of 44 district municipalities in South Africa and includes five local municipalities; namely Witzenberg, Drakenstein, Stellenbosch, Langeberg, and Breede Valley. The CWDM has tackled invasive species management in the district and has awarded labour intensive clearing work along to private contractors in recent years.

Contact Person:

Quinton Balie

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Email: quinton@capewinelands.gov.za

2.3.2.4 Department of Agriculture, Forestry and Fisheries: LandCare

The Department of Agriculture, Forestry and Fisheries gives support for natural resource management through the LandCare Programme aims to encourage communities and individuals to adopt an ecologically sustainable approach to the management of South Africa's environment and natural resources, while improving livelihoods. Through the programme, approaches to natural resource management are developed and implemented, and one of the core focus areas for the programme is IAP management and control.

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Chris Meintjies

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Email: ChrisM@elsenberg.com

2.3.2.5 Eskom

Eskom has a servitude crossing the site and is responsible for the maintenance thereof, which includes the removal and management of IAPs.

Contact Person:

Bruce Titus (Maintenance & Operations)

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Danie Bloem (Work co-ordinator)

Tel: 023 316 6416 / 072 030 7737

Email: Bloemdj@eskom.co.za

2.3.2.6 Natural Resource Management Programmes: Working for Water

Working for Water is a government-funded poverty-relief initiative, founded in 1995 to manage invasive alien plants (mainly trees and shrubs) in catchment areas to reduce impacts on water resources. The programme is currently one of several "Natural Resource Management" subdivisions of the Department of Environmental Affairs.

Contact Person:

Mr Wessel Wentzel

Tel: 021 940 6000

Email: WWentzel@environment.gov.za

2.3.2.7 Upper Breede Collaborative Extension Group (UBCEG)

The UBCEG is a forum for various departments, conservation bodies, non-government organisations, etc. which aims, amongst other, to support each other in achieving their mandates and to build capacity. Permanent members include, but is not limited to: Working for Water, CapeNature, the BGCMA, CWDM, WLM, WWF-SA and the Department of Agriculture: LandCare.

Contact Person:

Rudolph Röscher (Chair)
Tel: 021 808 7801 / 083 675 1315
Email: RudolphR@elsenburg.com

2.3.2.8 Wolseley Water Users Association

The Wolseley Water User Association (WWUA) is an association of about 50 landowners in the Cape Winelands that works closely with LandCare to combat IAPs in the region.

Contact Person:

Ryno Pienaar
Tel: 064 903 1860
Email: r.pienaar@hotmail.com

2.3.2.9 World Wide Fund for Nature – South Africa (WWF-SA)

The Breede Catchment Water Stewardship Programme was started in the upper Breede catchment during 2015/2016 by WWF-SA. This initiative focused on “*actions that have at their core the responsible use of water in socially equitable, environmentally sustainable and economically beneficial ways*” and is heavily dependent on the involvement of local communities and stakeholders. This included formation of the *Witzenberg Water Savers* which consists of volunteers from the Prince Alfred Hamlet and Nduli townships. The initiative specifically highlights the importance of collective action between farms, the WLM and the community to protect and conserve the biodiversity and water resources at the Prince Alfred Hamlet Commonage (Schachtschneider, 2016).

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3 IAP Management Units

3.1 Management Units

Prince Alfred Hamlet (1,067 ha) is divided into 55 management units that are assigned alphanumeric identities with the abbreviated acronym PAH (Prince Alfred Hamlet) followed by the numbers 1 to 55 (i.e. PAH-1 to PAH-55). These units were assigned according a combination of the following criteria:

- **Natural and artificial landscape features:** Including drainage lines, roads, dams, boundaries, extent of infestations.
- **Definable and practical land parcels:** Considering that management units will be cleared systematically it is important to make the units as definable as possible for practical purposes. Apart from the mountainous area, where management units were assigned in large parcels, (these can be further divided if required), the management units are smaller rather than large.

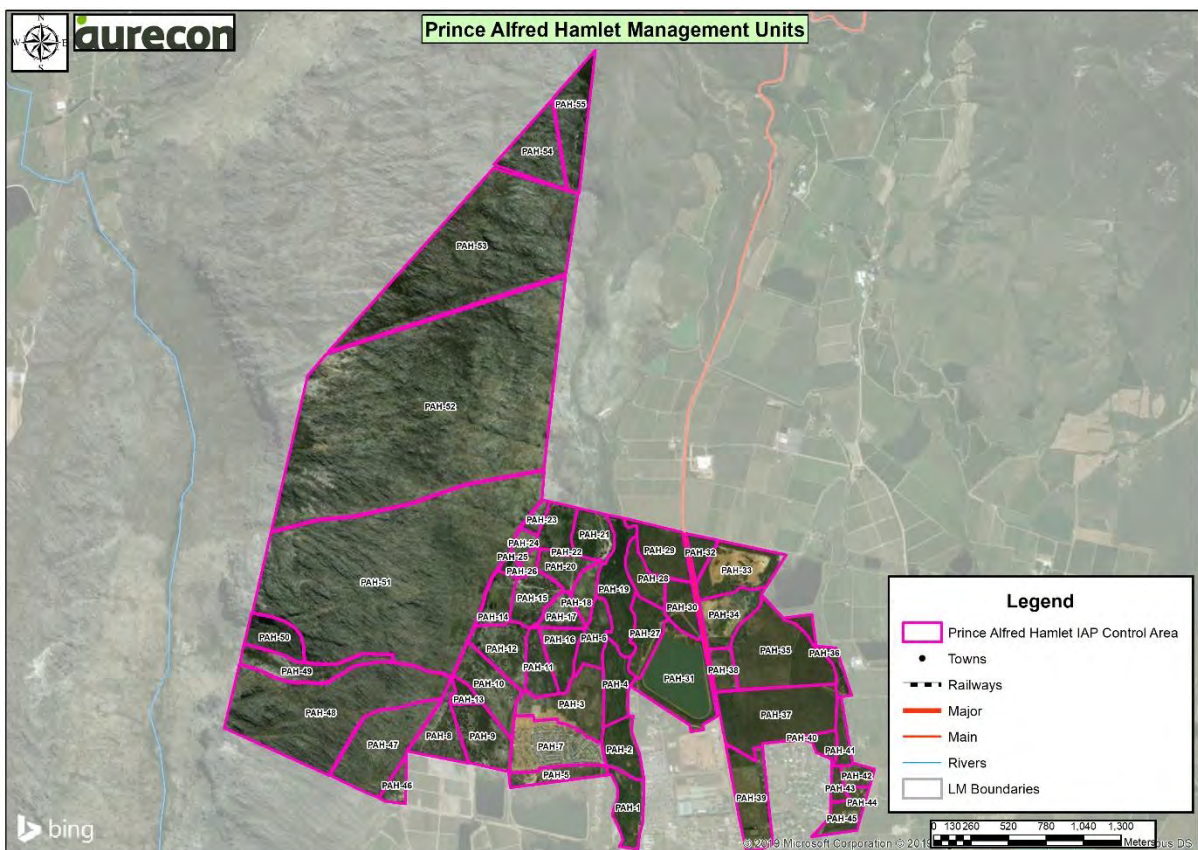


Figure 3: Map indicating the Management Units for the Prince Alfred Hamlet control area (an A3 version of this figure is provided as an Annexure to this report for better legibility)

3.2 Management Objectives

The following key management objectives have been identified:

- 1 **Implement:** Ensure that the Prince Alfred Hamlet site is in a maintenance phase (i.e. requiring only follow-up clearing) by 2025 by implementing a systematic integrated control plan according to schedule.
- 2 **Collaborate:** Obtain and grow support network with stakeholders such as the CWDM, CapeNature and Working for Water to effectively manage direct and indirect IAP introduction pathways and high-altitude areas to prevent re-infestation during the maintenance phase.
- 3 **Prevent:** Prevent the introduction of new IAPs by identifying and monitoring critical direct and indirect introduction pathways.
- 4 **Detect:** Detect new invasive species (fauna and flora) introductions through regular surveys and community reporting and implement a rapid response mechanism to remove these species before they become an established and viable community that requires intensive and expensive management actions.
- 5 **Rapid response:** Develop and implement a rapid response protocol with effective mechanisms to deal with “emergency” situations (e.g. veld fire) to prevent reinvasion and/or new invasive species to form an established community.
- 6 **Restore and rehabilitate:** Encourage natural restoration and rehabilitation of fynbos in IAP infested areas through continues control, maintenance and monitoring of Prince Alfred Hamlet for new invasive plants and the implementation of strategic interventions where additional assistance is required.
- 7 **Monitor:** Identify and monitor key biodiversity areas, critical introduction pathways and maintenance areas to ensure that the Prince Alfred Hamlet control plan remains applicable and effective.

It is necessary to identify specific, measurable, assignable, realistic and time-bound actions, often referred to by the acronym for the list as SMART actions and goals. The following categories have been populated per objective in Sections 3.2.1 to 3.2.13 below to assist in developing SMART actions and goals for the objectives:

- Deliverables (i.e. what needs to be achieved – *Specific and Realistic*)
- Indicators (i.e. how to measure the level of success – *Measurable*)
- Monitoring Tools (i.e. means to achieve and monitor the success of the relevant deliverable - *Measurable*)
- Responsibility (i.e. who will be responsible – *Assignable*)
- Timeframe (i.e. period within which the deliverable is required – *Time-bound*).

Furthermore, it will also be important to note that the objectives will need to be updated on an ongoing basis in response to changes in the natural, social and economic environment as highlighted by the monitoring programmes.

3.2.1 Implement

Objective

Ensure that Prince Alfred Hamlet is in a maintenance phase (i.e. requiring only follow-up clearing) by 2030 by implementing a systematic integrated control plan according to schedule.

Deliverable(s)	Indicator(s)	Monitoring tools	Responsibility	Timeframe
Initial clearing of all high priority areas by 2024.	Number of hectares undergoing follow-up clearing.	<ul style="list-style-type: none"> Database of management units Schedule Monthly reports 	<ul style="list-style-type: none"> IAS Task Team Working Groups Implementation agencies 	2020-2024
Initial clearing of all medium priority areas by 2026.	Number of hectares undergoing follow-up clearing.	<ul style="list-style-type: none"> Database of management units Schedule Monthly reports 	<ul style="list-style-type: none"> IAS Task Team Working Groups Implementation agencies 	2024-2026
Initial clearing of all low priority areas by 2030.	Number of hectares undergoing follow-up clearing.	<ul style="list-style-type: none"> Database of management units Schedule Monthly reports 	<ul style="list-style-type: none"> IAS Task Team Working Groups Implementation agencies 	2026-2030

3.2.2 Collaborate

Objective

Obtain and grow support network with stakeholders such as the CWDM, CapeNature and WfW to effectively manage direct and indirect IAS introduction pathways and high altitude areas to prevent re-infestation during the maintenance phase.

Deliverable(s)	Indicator(s)	Monitoring tools	Responsibility	Timeframe
Conduct meeting with CapeNature and WfW to undertake high altitude removal of IAP.	Number of control projects in high altitude areas.	<ul style="list-style-type: none"> Minutes of meetings. Stakeholder database. 	<ul style="list-style-type: none"> IAS Task Team 	2020-2030
Conduct meeting with CWDM to raise awareness of critical direct and indirect introduction pathways.	Number of new invasive species reported.	<ul style="list-style-type: none"> Meeting minutes. Awareness material. 	<ul style="list-style-type: none"> IAS Task Team 	2020-2030
Engage with upstream and surrounding landowners regarding the removal and control of IAPs on their properties.	Regular meetings with upstream and surrounding landowners	<ul style="list-style-type: none"> Key notes from meetings. 	<ul style="list-style-type: none"> IAS Task Team 	2020-2030

3.2.3 Prevent

Objective

Prevent the introduction of new IAPs by identifying and monitoring critical direct and indirect introduction pathways.

Deliverable(s)	Indicator(s)	Monitoring tools	Responsibility	Timeframe
Monitoring of critical direct and indirect introduction pathways.	Number of new IAPs reported.	<ul style="list-style-type: none"> Database and maps of direct and indirect introduction pathways. Monitoring programme and schedule. 	<ul style="list-style-type: none"> IAS Task Team Working Group 	2020-2030
No introductions of new IAPs within the Prince Alfred Hamlet site.	Number of new IAPs reported.	<ul style="list-style-type: none"> Database and maps of direct and indirect introduction pathways. Database of target species. Monitoring programme and schedule. 	<ul style="list-style-type: none"> IAS Task Team Working Group 	2020-2030
Raise awareness among farmers, residents and businesses within the WLM.	Number of new IAPs reported that are escaped ornamental plants.	<ul style="list-style-type: none"> Database and maps of direct and indirect introduction pathways. Monitoring programme and schedule. Database of target species. Awareness material. 	<ul style="list-style-type: none"> IAS Task Team Working Group 	2020-2030

3.2.4 Detect

Objective

Detect new IAS (fauna and flora) introductions through regular surveys and community reporting and implement a rapid response mechanism to remove these species before they become an established and viable community that require intensive and expensive management actions.

Deliverable(s)	Indicator(s)	Monitoring tools	Responsibility	Timeframe
Regular surveying of critical direct and indirect pathways.	Number and frequency of surveys undertaken.	<ul style="list-style-type: none"> Database and maps of direct and indirect introduction pathways. Monitoring programme and schedule. 	<ul style="list-style-type: none"> IAS Task Team Working Group 	2020-2030
Record of new IAS introductions.	Number of new IAS recorded.	<ul style="list-style-type: none"> Database of target species. Monthly reports, inclusive of survey records. 	<ul style="list-style-type: none"> IAS Task Team Working Group 	2020-2030
Monitor control areas for target species and remove plants immediately upon re-occurrence.	<ul style="list-style-type: none"> List of species removed. Number species and/or size of area cleared. Response time between detection and removal. 	<ul style="list-style-type: none"> Database of target species. Monthly reports. 	<ul style="list-style-type: none"> IAS Task Team Working Groups Implementation agencies 	2020-2030

3.2.5 Rapid Response

Objective

Develop and implement a rapid response protocol with effective mechanisms to deal with “emergency” situations (e.g. veld fire) to prevent reinvasion and/or new invasive species to form an established community.

Deliverable(s)	Indicator(s)	Monitoring tools	Responsibility	Timeframe
Rapid response protocol/ plan	<ul style="list-style-type: none"> Number species and/or size of area cleared. Response time between detection and removal. 	<ul style="list-style-type: none"> Monthly reports. 	<ul style="list-style-type: none"> IAS Task Team Working Groups 	2020-2030
Follow up clearing within 6 to 12 months following a fire event (depending on the IAPs).	<ul style="list-style-type: none"> Number of fire events mapped. Updated fire incidence map. Species density and age. 	<ul style="list-style-type: none"> Fire incidence map. Database of target species. Monthly reports. 	<ul style="list-style-type: none"> IAS Task Team Working Groups Implementation agencies 	Post-fire
Monitor control areas for target species and remove plants immediately upon re-occurrence.	<ul style="list-style-type: none"> List of species removed. Species density and age. Extent of post fire regeneration per management unit. Response time between detection and removal. 	<ul style="list-style-type: none"> Database of target species. Monthly reports. 	<ul style="list-style-type: none"> IAS Task Team Working Groups 	2020-2030

3.2.7 Restore and Rehabilitate

Objective

Encourage natural restoration and rehabilitation of fynbos in IAS infested areas through continues control, maintenance and monitoring of the Prince Alfred Hamlet for new invasive plants and the implementation of strategic interventions where additional assistance is required.

Deliverable(s)	Indicator(s)	Monitoring tools	Responsibility	Timeframe
Monitor control areas to determine natural revegetation rate.	Extent of indigenous vegetation in control areas.	<ul style="list-style-type: none"> Database of indigenous species. Vegetation coverage map. Monthly reports. 	<ul style="list-style-type: none"> IAS Task Team Working Groups 	2020-2030
Identify and monitor erosion sites and/or sites with a high erosion potential.	Number and extent of erosion problems within control areas.	<ul style="list-style-type: none"> Erosion map. Monitoring plan. Monthly reports. 	<ul style="list-style-type: none"> IAS Task Team Working Groups 	2019-2030
Implement and monitor erosion mitigation measures.	<ul style="list-style-type: none"> Extent of indigenous vegetation in control areas. Number and extent of erosion control measures. Number of approved interventions² 	<ul style="list-style-type: none"> Database of erosion interventions. Maintenance schedule for erosion interventions. Vegetation coverage map. 	<ul style="list-style-type: none"> IAS Task Team Working Groups 	2019-2030

² Note that some interventions may require environmental authorisation in terms of the National Environmental Management Act, No. 107 of 1998 (NEMA), depending on the nature/type, location and size of the intervention. It may also be necessary to obtain approval for an erosion management plan (in terms of NEMA) due to the extent of the erosion problem which will allow for long term implementation of interventions and the management thereof.

3.2.9 Monitor

Objective

Identify and monitor key biodiversity areas, critical introduction pathways and maintenance areas to ensure that the Prince Alfred Hamlet control plan remains applicable and effective.

Deliverable(s)	Indicator(s)	Monitoring tools	Responsibility	Timeframe
Frequent reviews and updates to the control plan for Prince Alfred Hamlet.	Extent of IAS within the Prince Alfred Hamlet site.	<ul style="list-style-type: none"> Monitoring reports. 	<ul style="list-style-type: none"> IAS Steering Committee IAS Task Team 	Annually for the 2020 - 2030 duration.
Monitor key biodiversity areas for introduction of IAS.	Number of new IAS reported.	<ul style="list-style-type: none"> Database of critical biodiversity areas. Monitoring programme and schedule. 	<ul style="list-style-type: none"> IAS Task Team Working Group 	2020-2030
Monitor critical direct and indirect introduction pathways.	Number of new IAS reported.	<ul style="list-style-type: none"> Database and maps of direct and indirect introduction pathways. Monitoring programme and schedule. 	<ul style="list-style-type: none"> IAS Task Team Working Group 	2020-2030
Monitor control areas to determine natural revegetation rate.	Extent of indigenous vegetation in control areas.	<ul style="list-style-type: none"> Database of indigenous species. Vegetation coverage map. Monthly reports. 	<ul style="list-style-type: none"> IAS Task Team Working Groups 	2020-2030

Deliverable(s)	Indicator(s)	Monitoring tools	Responsibility	Timeframe
Monitor control areas for target species and remove plants immediately upon re-occurrence.	<ul style="list-style-type: none"> List of species removed. Species density and age. Extent of post fire regeneration per management unit. Response time between detection and removal. 	<ul style="list-style-type: none"> Database of target species. Monthly reports. 	<ul style="list-style-type: none"> IAS Task Team Working Groups 	2020-2030

3.3 Listed IAPs Present

A total of 35 IAP species were identified within the survey area as listed in Table 3 below.

Table 3: A summary of the occurrence of Listed IAP species in the Prince Alfred Hamlet control area

Scientific name	Common name	Terrestrial/aquatic ³ sp.	Occurrence in Management Unit
<i>Acacia baileyana</i>	Bailey's wattle	Terrestrial	PAH-33
<i>Acacia longifolia</i>	Long-leaved wattle	Terrestrial	PAH-2, PAH-33
<i>Acacia mearnsii</i>	Black wattle	Terrestrial	PAH-1, PAH-2, PAH-6, PAH-7, PAH-12, PAH-14, PAH-15, PAH-17, PAH-18, PAH-19, PAH-20, PAH-21, PAH-22, PAH-23, PAH-24, PAH-25, PAH-26, PAH-27, PAH-28, PAH-29, PAH-30, PAH-31, PAH-33, PAH-34, PAH-35, PAH-36, PAH-37, PAH-39, PAH-41, PAH-45
<i>Acacia melanoxylon</i>	Australian blackwood	Terrestrial	PAH-35
<i>Acacia pycnantha</i>	Golden wattle	Terrestrial	PAH-4, PAH-20, PAH-33

³ Please refer to Annexure B for proposed control methods of aquatic species.

Scientific name	Common name	Terrestrial/aquatic ³ sp.	Occurrence in Management Unit
<i>Acacia saligna</i>	Port Jackson willow	Terrestrial	PAH-1, PAH-6, PAH-12, PAH-14, PAH-17, PAH-18, PAH-21, PAH-27, PAH-29, PAH-30, PAH-31, PAH-32, PAH-33, PAH-34, PAH-35, PAH-37, PAH-39
<i>Agave americana</i>	Spreading century pant	Terrestrial	PAH-27, PAH-41
<i>Amelia azederach</i>	Seringa	Terrestrial	PAH-33, PAH-39
<i>Arundo donax</i>	Spanish reed	Aquatic	PAH-39, PAH-42, PAH-44
<i>Canna indica</i>	Indian shot	Aquatic	PAH-7
<i>Casuarina cunninghamiana</i>	Beefwood	Terrestrial	PAH-1, PAH-7, PAH-31, PAH-32, PAH-33, PAH-34, PAH-45
<i>Cirsium vulgare</i>	Spur thistle	Terrestrial	PAH-1, PAH-2
<i>Convolvulus arvensis</i>	Field bindweed	Aquatic	PAH-34
<i>Cylindropuntia imbricata</i>	Imbricate prickly pear	Terrestrial	PAH-45
<i>Echium plantagineum</i>	Paterson's curse	Terrestrial	PAH-1, PAH-2, PAH-4, PAH-27, PAH-31, PAH-33, PAH-34, PAH-39, PAH-43, PAH-45
<i>Eucalyptus diversicolor</i>	Karri	Terrestrial	PAH-19
<i>Eucalyptus camaldulensis</i>	River red gum	Terrestrial	PAH-21, PAH-22, PAH-25, PAH-27, PAH-31, PAH-33, PAH-34, PAH-35, PAH-36, PAH-39, PAH-41, PAH-42, PAH-44, PAH-46
<i>Eucalyptus cladocalyx</i>	Sugar gum	Terrestrial	PAH-1, PAH-6, PAH-14
<i>Gleditsia tricanthos</i>	Honey locust	Terrestrial	PAH-44
<i>Hakea sericea</i>	Silky hakea	Terrestrial	PAH-17, PAH-18
<i>Opuntia ficus-indica</i>	Mission prickly pear	Terrestrial	PAH-7, PAH-21, PAH-33
<i>Pennisetum clandestinum</i>	Kikuyu grass	Terrestrial	PAH-39
<i>Pinus canariensis</i>	Canary pine	Terrestrial	PAH-36, PAH-37, PAH-40, PAH-47, PAH-48, PAH-52, PAH-53

Scientific name	Common name	Terrestrial/aquatic ³ sp.	Occurrence in Management Unit
<i>Pinus elliotii</i>	Slash pine	Terrestrial	PAH-39
<i>Pinus halepensis</i>	Aleppo pine	Terrestrial	PAH-35, PAH-37, PAH-41, PAH-51
<i>Pinus pinaster</i>	Cluster pine	Terrestrial	PAH-3, PAH-5, PAH-8, PAH-9, PAH-10, PAH-11, PAH-12, PAH-13, PAH-14, PAH-15, PAH-16, PAH-17, PAH-19, PAH-21, PAH-22, PAH-23, PAH-24, PAH-25, PAH-26, PAH-31, PAH-32, PAH-33, PAH-46, PAH-48, PAH-49, PAH-50, PAH-51, PAH-52, PAH-53, PAH-54, PAH-55
<i>Pinus radiata</i>	Radiata pine	Terrestrial	PAH-14, PAH-15, PAH-18, PAH-20, PAH-25, PAH-33, PAH-35, PAH-37, PAH-47
<i>Populus x canescens</i>	Grey poplar	Terrestrial/aquatic	PAH-1, PAH-1, PAH-2, PAH-4
<i>Ricinus communis</i>	Castor-oil plant	Terrestrial	PAH-1, PAH-7, PAH-33, PAH-34, PAH-35, PAH-46
<i>Rubus cuneifolius</i>	American bramble	Terrestrial	PAH-19, PAH-26
<i>Sesbania punicea</i>	Red sesbania	Terrestrial/aquatic	PAH-1, PAH-42, PAH-44, PAH-45
<i>Solanum mauritianum</i>	Bugweed	Terrestrial	PAH-7
<i>Verbena bonariensis</i>	Wild verbena	Terrestrial	PAH-1
<i>Xanthium strumarium</i>	Large cocklebur	Terrestrial	PAH-33, PAH-34

The above species and their estimated percentage cover are listed in Table 1. The most important and widespread species are black wattle (*Acacia mearnsii*), cluster pine (*Pinus pinaster*) Canary pine (*Pinus canariensis*), radiata pine (*Pinus radiata*), Port Jackson willow (*Acacia saligna*) and sugar gum (*Eucalyptus camaldulensis*). The various pine species are the most widespread and occur throughout the mountains and commonage. High densities occur within PAH-47 while the remainder of the site contains scattered pines. These infestations include the aforementioned pine species in addition to the Aleppo pine (*Pinus halepensis*).



Figure 4: High cover of Canary pine (*Pinus canariensis*) in PAH-47. This species resprouts if burned or cut down without treatment (Photo: Paul Emms)

Black wattle also occurs widespread across the commonage and landfill but is not found in the mountains. The species occurs in wetland and terrestrial areas but **is of specific concern along the watercourses and wetlands**. The highest density infestation occurs along the Waboomsrivier and has an estimate coverage of 80% in PAH-19.

Port Jackson usually occurs in confined but dense stands. The species is particularly problematic in PAH-17, PAH-33, PAH-35 and PAH-30.

River red gum usually co-occurs with black wattle. It is present in dense stands within PAH-22 and occurs sporadically across the commonage. A high number of the species occur adjacent to and on the east side of the landfill at PAH-35.

3.3.1 Distribution per management unit

The IAPs occurring in Prince Alfred Hamlet is summarised in Table 3 below with more detailed descriptions (per management unit), including estimated densities, provided in Table 4.

Table 4: Listed IAP infestations noted, recorded, or reported for Prince Alfred Hamlet, their approximate age category and their estimated percentage cover⁴

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/ density	Seedlings	Juvenile	Mature
PAH-1	9.100	<i>Echium plantagineum</i>	Paterson's curse	1b	2.0000	x		
PAH-1	9.100	<i>Acacia mearnsii</i>	Black wattle	2	3.0000			x
PAH-1	9.100	<i>Rubus cuneifolius</i>	American bramble	1b	0.1000			x
PAH-1	9.100	<i>Cirsium vulgare</i>	Spur thistle	1b	0.0100			x
PAH-1	9.100	<i>Populus x canescens</i>	Grey poplar	2	0.0100			x
PAH-1	9.100	<i>Eucalyptus cladocalyx</i>	Sugar gum	1b	0.0100			x
PAH-1	9.100	<i>Acacia saligna</i>	Port Jackson willow	1b	0.0100			x
PAH-1	9.100	<i>Ricinus communis</i>	Castor-oil plant	2	0.0100			x
PAH-1	9.100	<i>Sesbania punicea</i>	Red sesbania	1b	0.1000			x
PAH-1	9.100	<i>Verbena bonariensis</i>	Wild verbena	1b	0.0010			x
PAH-1	9.100	<i>Casuarina cunninghamiana</i>	Beefwood	2	0.0010			x
PAH-2	8.310	<i>Echium plantagineum</i>	Paterson's curse	1b	0.1000	x		
PAH-2	8.310	<i>Cirsium vulgare</i>	Spur thistle	1b	0.0010			x
PAH-2	8.310	<i>Acacia mearnsii</i>	Black wattle	2	3.0000			x
PAH-2	8.310	<i>Acacia longifolia</i>	Long-leaved wattle	1b	0.0100			x
PAH-2	8.310	<i>Rubus cuneifolius</i>	American bramble	1b	0.0010			x
PAH-3	17.000	<i>Pinus</i>	Cluster pine	1b	0.0010			x
PAH-4	9.160	<i>Populus x canescens</i>	Grey poplar	2	0.0100			x
PAH-4	9.160	<i>Echium plantagineum</i>	Paterson's curse	1b	0.0100			x
PAH-4	9.160	<i>Acacia pycnantha</i>	Golden wattle	1b	0.0010			x

⁴ Desktop analysis employed canopy cover estimation.

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/density	Seedlings	Juvenile	Mature
PAH-5	6.350	<i>Pinus pinaster</i>	Cluster pine	1b	0.0100			x
PAH-5	6.350	<i>Pinus radiata</i>	Radiata pine	1b	0.1000			x
PAH-6	7.570	<i>Eucalyptus cladocalyx</i>	Sugar gum	1b	0.0100			x
PAH-6	7.570	<i>Acacia mearnsii</i>	Black wattle	2	5.0000			x
PAH-6	7.570	<i>Pinus radiata</i>	Radiata pine	1b	0.0001			x
PAH-6	7.570	<i>Acacia saligna</i>	Port Jackson willow	1b	0.0100	x		x
PAH-7	18.600	<i>Casuarina cunninghamiana</i>	Beefwood	2	0.0010			x
PAH-7	18.600	<i>Ricinus communis</i>	Castor-oil plant	2	0.0010			x
PAH-7	18.600	<i>Amelia azederach</i>	Seringa	3	0.0010			x
PAH-7	18.600	<i>Agave americana</i>	Spreading century pant	3	0.0010			x
PAH-7	18.600	<i>Solanum mauritianum</i>	Bugweed	1b	0.0010			x
PAH-7	18.600	<i>Canna indica</i>	Indian shot	1b	0.0010			x
PAH-7	18.600	<i>Acacia mearnsii</i>	Black wattle	2	0.0100			x
PAH-7	18.600	<i>Opuntia ficus-indica</i>	Mission prickly pear	1b	0.0010			x
PAH-8	10.200	<i>Pinus pinaster</i>	Cluster pine	1b	4.0000			x
PAH-8	10.200	<i>Pinus radiata</i>	Radiata pine	1b	1.0000			x
PAH-9	13.000	<i>Pinus pinaster</i>	Cluster pine	1b	20.0000			x
PAH-9	13.000	<i>Pinus radiata</i>	Radiata pine	1b	10.0000			x
PAH-10	13.000	<i>Pinus pinaster</i>	Cluster pine	1b	4.0000			x
PAH-10	13.000	<i>Pinus radiata</i>	Radiata pine	1b	1.0000			x
PAH-11	7.180	<i>Pinus pinaster</i>	Cluster pine	1b	3.0000			x
PAH-12	11.900	<i>Acacia saligna</i>	Port Jackson willow	1b	0.1000			x
PAH-12	11.900	<i>Pinus pinaster</i>	Cluster pine	1b	10.0000			x
PAH-12	11.900	<i>Acacia mearnsii</i>	Black wattle	2	1.0000			x

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/density	Seedlings	Juvenile	Mature
PAH-13	2.400	<i>Pinus pinaster</i>	Cluster pine	1b	0.5000			x
PAH-14	6.820	<i>Acacia mearnsii</i>	Black wattle	2	0.5000			x
PAH-14	6.820	<i>Pinus pinaster</i>	Cluster pine	1b	3.0000			x
PAH-14	6.820	<i>Eucalyptus cladocalyx</i>	Sugar gum	1b	0.0100			x
PAH-14	6.820	<i>Pinus radiata</i>	Radiata pine	1b	0.0100			x
PAH-14	6.820	<i>Acacia saligna</i>	Port Jackson willow	1b	0.1000			x
PAH-15	9.100	<i>Pinus pinaster</i>	Cluster pine	1b	30.0000			x
PAH-15	9.100	<i>Pinus radiata</i>	Radiata pine	1b	2.0000			x
PAH-15	9.100	<i>Acacia mearnsii</i>	Black wattle	2	5.0000			x
PAH-16	8.180	<i>Pinus pinaster</i>	Cluster pine	1b	3.0000			x
PAH-17	5.230	<i>Pinus pinaster</i>	Cluster pine	1b	2.0000			x
PAH-17	5.230	<i>Acacia saligna</i>	Port Jackson willow	1b	2.0000			x
PAH-17	5.230	<i>Acacia mearnsii</i>	Black wattle	2	0.1000			x
PAH-17	5.230	<i>Hakea sericea</i>	Silky hakea	1b	0.0100			x
PAH-18	4.920	<i>Hakea sericea</i>	Silky hakea	1b	0.0100			x
PAH-18	4.920	<i>Acacia mearnsii</i>	Black wattle	2	2.0000			x
PAH-18	4.920	<i>Acacia saligna</i>	Port Jackson willow	1b	0.1000			x
PAH-18	4.920	<i>Pinus radiata</i>	Radiata pine	1b	0.0100			x
PAH-19	15.600	<i>Acacia mearnsii</i>	Black wattle	2	80.0000			x
PAH-19	15.600	<i>Eucalyptus diversicolor</i>	Karri	1b	0.0100			x
PAH-19	15.600	<i>Rubus cuneifolius</i>	American bramble	1b	0.1000			x
PAH-19	15.600	<i>Pinus pinaster</i>	Cluster pine	1b	2.0000			x
PAH-20	6.630	<i>Acacia mearnsii</i>	Black wattle	2	10.0000			x
PAH-20	6.630	<i>Pinus radiata</i>	Radiata pine	1b	3.0000			x

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/density	Seedlings	Juvenile	Mature
PAH-20	6.630	<i>Acacia pycnantha</i>	Golden wattle	1b	0.0100			x
PAH-21	8.530	<i>Acacia mearnsii</i>	Black wattle	2	40.0000			x
PAH-21	8.530	<i>Eucalyptus camaldulensis</i>	River red gum	1b	2.0000			x
PAH-21	8.530	<i>Pinus pinaster</i>	Cluster pine	1b	0.1000			x
PAH-21	8.530	<i>Acacia saligna</i>	Port Jackson willow	1b	0.1000			x
PAH-21	8.530	<i>Opuntia ficus-indica</i>	Mission prickly pear	1b	0.0010			x
PAH-22	7.510	<i>Acacia mearnsii</i>	Black wattle	2	35.0000			x
PAH-22	7.510	<i>Eucalyptus camaldulensis</i>	River red gum	1b	5.0000			x
PAH-22	7.510	<i>Pinus pinaster</i>	Cluster pine	1b	0.5000			x
PAH-23	2.200	<i>Pinus pinaster</i>	Cluster pine	1b	2.0000			x
PAH-23	2.200	<i>Acacia mearnsii</i>	Black wattle	2	2.0000			x
PAH-24	2.650	<i>Pinus pinaster</i>	Cluster pine	1b	5.0000			x
PAH-24	2.650	<i>Acacia mearnsii</i>	Black wattle	2	0.1000			x
PAH-25	1.330	<i>Pinus radiata</i>	Radiata pine	1b	0.1000			x
PAH-25	1.330	<i>Pinus pinaster</i>	Cluster pine	1b	5.0000			x
PAH-25	1.330	<i>Eucalyptus camaldulensis</i>	River red gum	1b	0.1000			x
PAH-25	1.330	<i>Acacia mearnsii</i>	Black wattle	2	15.0000			x
PAH-26	1.900	<i>Pinus pinaster</i>	Cluster pine	1b	0.1000			x
PAH-26	1.900	<i>Rubus cuneifolius</i>	American bramble	1b	0.1000			x
PAH-26	1.900	<i>Acacia mearnsii</i>	Black wattle	2	0.1000			x
PAH-27	8.910	<i>Acacia mearnsii</i>	Black wattle	2	20.0000			x
PAH-27	8.910	<i>Agave americana</i>	Spreading century pant	3	0.0100			x
PAH-27	8.910	<i>Acacia saligna</i>	Port Jackson willow	1b	0.1000			x
PAH-27	8.910	<i>Eucalyptus camaldulensis</i>	River red gum	1b	0.0100			x

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/density	Seedlings	Juvenile	Mature
PAH-27	8.910	<i>Echium plantagineum</i>	Paterson's curse	1b	0.1000	x		
PAH-28	6.580	<i>Acacia mearnsii</i>	Black wattle	2	5.0000			x
PAH-29	11.400	<i>Acacia mearnsii</i>	Black wattle	2	2.0000			x
PAH-29	11.400	<i>Acacia saligna</i>	Port Jackson willow	1b	0.5000			x
PAH-30	7.360	<i>Acacia mearnsii</i>	Black wattle	2	10.0000			x
PAH-30	7.360	<i>Acacia saligna</i>	Port Jackson willow	1b	1.0000			x
PAH-31	25.500	<i>Acacia mearnsii</i>	Black wattle	2	4.0000			x
PAH-31	25.500	<i>Pinus pinaster</i>	Cluster pine	1b	2.0000			x
PAH-31	25.500	<i>Casuarina cunninghamiana</i>	Beefwood	2	0.0010			x
PAH-31	25.500	<i>Acacia saligna</i>	Port Jackson willow	1b	1.0000			x
PAH-31	25.500	<i>Eucalyptus camaldulensis</i>	River red gum	1b	0.0100			x
PAH-31	25.500	<i>Echium plantagineum</i>	Paterson's curse	1b	0.0100	x		x
PAH-32	3.680	<i>Acacia saligna</i>	Port Jackson willow	1b	0.1000			x
PAH-32	3.680	<i>Casuarina cunninghamiana</i>	Beefwood	2	0.0100			x
PAH-32	3.680	<i>Pinus pinaster</i>	Cluster pine	1b	0.1000			x
PAH-33	15.800	<i>Pinus radiata</i>	Radiata pine	1b	1.0000			x
PAH-33	15.800	<i>Acacia saligna</i>	Port Jackson willow	1b	5.0000			x
PAH-33	15.800	<i>Eucalyptus camaldulensis</i>	River red gum	1b	2.0000			x
PAH-33	15.800	<i>Casuarina cunninghamiana</i>	Beefwood	2	0.0010			x
PAH-33	15.800	<i>Acacia mearnsii</i>	Black wattle	2	0.1000			x
PAH-33	15.800	<i>Acacia pycnantha</i>	Golden wattle	1b	0.0010			x
PAH-33	15.800	<i>Acacia baileyana</i>	Bailey's wattle	3	0.0100			x
PAH-33	15.800	<i>Melia azederach</i>	Seringa	1b	0.0100			x
PAH-33	15.800	<i>Pinus pinaster</i>	Cluster pine	1b	1.0000			x

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/density	Seedlings	Juvenile	Mature
PAH-33	15.800	<i>Opuntia ficus-indica</i>	Mission prickly pear	1b	0.0010			x
PAH-33	15.800	<i>Echium plantagineum</i>	Paterson's curse	1b	0.0100	x		x
PAH-33	15.800	<i>Ricinus communis</i>	Castor-oil plant	2	0.0100			x
PAH-33	15.800	<i>Acacia longifolia</i>	Long-leaved wattle	1b	0.0010			x
PAH-33	15.800	<i>Xanthium strumarium</i>	Large cocklebur	1b	0.0100			x
PAH-34	11.500	<i>Eucalyptus camaldulensis</i>	River red gum	1b	1.0000			x
PAH-34	11.500	<i>Casuarina cunninghamiana</i>	Beefwood	2	1.0000			x
PAH-34	11.500	<i>Acacia mearnsii</i>	Black wattle	2	0.0010			x
PAH-34	11.500	<i>Echium plantagineum</i>	Paterson's curse	1b	0.0100	x		
PAH-34	11.500	<i>Spartium junceum</i>	Spanish broom	1b	0.0010			x
PAH-34	11.500	<i>Acacia saligna</i>	Port Jackson willow	1b	0.0100			x
PAH-34	11.500	<i>Convolvulus arvensis</i>	Field bindweed	1b	0.0010			x
PAH-34	11.500	<i>Ricinus communis</i>	Castor-oil plant	2	0.0100			x
PAH-34	11.500	<i>Xanthium strumarium</i>	Large cocklebur	1b	0.0010			x
PAH-35	29.300	<i>Ricinus communis</i>	Castor-oil plant	2	0.0100			x
PAH-35	29.300	<i>Acacia saligna</i>	Port Jackson willow	1b	0.1000			x
PAH-35	29.300	<i>Acacia mearnsii</i>	Black wattle	2	3.0000			x
PAH-35	29.300	<i>Eucalyptus camaldulensis</i>	River red gum	1b	4.0000			x
PAH-35	29.300	<i>Acacia melanoxylon</i>	Australian blackwood	2	0.0100			x
PAH-35	29.300	<i>Pinus radiata</i>	Radiata pine	1b	0.0100			x
PAH-35	29.300	<i>Pinus halepensis</i>	Aleppo pine	3	0.0100			x
PAH-36	4.750	<i>Pinus canariensis</i>	Canary pine	3	3.0000			x
PAH-36	4.750	<i>Eucalyptus camaldulensis</i>	River red gum	1b	8.0000			x
PAH-36	4.750	<i>Acacia mearnsii</i>	Black wattle	2	2.0000			x

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/density	Seedlings	Juvenile	Mature
PAH-37	30.000	<i>Spartium junceum</i>	Spanish broom	1b	0.0010			x
PAH-37	30.000	<i>Pinus halepensis</i>	Aleppo pine	3	0.0010			x
PAH-37	30.000	<i>Acacia mearnsii</i>	Black wattle	2	0.5000			x
PAH-37	30.000	<i>Acacia saligna</i>	Port Jackson willow	1b	0.0100			x
PAH-37	30.000	<i>Pinus canariensis</i>	Canary pine	3	0.1000			x
PAH-37	30.000	<i>Pinus radiata</i>	Radiata pine	1b	0.0100			x
PAH-38	4.610	No IAPs	No IAPs	No IAPs	0.0000			x
PAH-39	15.000	<i>Melia azederach</i>	Seringa	1b	0.0100			x
PAH-39	15.000	<i>Arundo donax</i>	Spanish reed	1b	0.0100			x
PAH-39	15.000	<i>Eucalyptus camaldulensis</i>	River red gum	1b	0.0100			x
PAH-39	15.000	<i>Pennisetum clandestinum</i>	Kikuyu grass	1b	5.0000			x
PAH-39	15.000	<i>Echium plantagineum</i>	Paterson's curse	1b	1.0000	x		
PAH-39	15.000	<i>Acacia mearnsii</i>	Black wattle	2	0.1000			x
PAH-39	15.000	<i>Pinus elliotii</i>	Slash pine	1b (unless sterile)	0.1000			x
PAH-39	15.000	<i>Acacia saligna</i>	Port Jackson willow	1b	0.0010			x
PAH-40	3.130	<i>Pinus canariensis</i>	Canary pine	3	3.0000			x
PAH-41	3.520	<i>Acacia mearnsii</i>	Black wattle	2	1.0000			x
PAH-41	3.520	<i>Pinus halepensis</i>	Aleppo pine	3	5.0000			x
PAH-41	3.520	<i>Eucalyptus camaldulensis</i>	River red gum	1b	3.0000			x
PAH-41	3.520	<i>Agave americana</i>	Spreading century pant	3	0.0100			x
PAH-42	3.100	<i>Eucalyptus camaldulensis</i>	River red gum	1b	0.1000			x
PAH-42	3.100	<i>Arundo donax</i>	Spanish reed	1b	0.1000			x
PAH-42	3.100	<i>Sesbania punicea</i>	Red sesbania	1b	0.1000			x

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/density	Seedlings	Juvenile	Mature
PAH-43	2.200	<i>Fraxinus americana</i>	American ash	3	0.0100			x
PAH-43	2.200	<i>Echium plantagineum</i>	Paterson's curse	1b	0.1000			x
PAH-44	1.500	<i>Eucalyptus camaldulensis</i>	River red gum	1b	0.5000			x
PAH-44	1.500	<i>Arundo donax</i>	Spanish reed	1b	0.1000			x
PAH-44	1.500	<i>Sesbania punicea</i>	Red sesbania	1b	0.5000			x
PAH-44	1.500	<i>Gleditsia tricanthos</i>	Honey locust	1b	0.1000			x
PAH-45	5.150	<i>Casuarina cunninghamiana</i>	Beefwood	2	0.0100			x
PAH-45	5.150	<i>Echium plantagineum</i>	Paterson's curse	1b	0.1000			x
PAH-45	5.150	<i>Acacia mearnsii</i>	Black wattle	2	0.1000			x
PAH-45	5.150	<i>Cylindropuntia imbricata</i>	Imbricate prickly pear	1b	0.0010			x
PAH-45	5.150	<i>Sesbania punicea</i>	Red sesbania	1b	0.1000			x
PAH-46	3.270	<i>Pinus pinaster</i>	Cluster pine	1b	3.0000			x
PAH-46	3.270	<i>Ricinus communis</i>	Castor-oil plant	2	0.0100			x
PAH-46	3.270	<i>Eucalyptus camaldulensis</i>	River red gum	1b	0.1000			x
PAH-47	24.700	<i>Pinus radiata</i>	Radiata pine	1b	3.0000			x
PAH-47	24.700	<i>Pinus canariensis</i>	Canary pine	3	30.0000			x
PAH-48	63.800	<i>Pinus canariensis</i>	Canary pine	3	2.0000			x
PAH-48	63.800	<i>Pinus pinaster</i>	Cluster pine	1b	0.1000			x
PAH-49	11.700	<i>Pinus pinaster</i>	Cluster pine	1b	0.1000		x	
PAH-50	8.600	<i>Pinus pinaster</i>	Cluster pine	1b	2.0000			x
PAH-51	170.000	<i>Pinus halepensis</i>	Aleppo pine	3	0.1000			x
PAH-51	170.000	<i>Pinus pinaster</i>	Cluster pine	1b	0.5000			x
PAH-52	221.000	<i>Pinus canariensis</i>	Canary pine	3	0.2500			x
PAH-52	221.000	<i>Pinus pinaster</i>	Cluster pine	1b	0.2500			x

MUnit	Area (ha)	Scientific name	Common name	NEMBA Category	*Estimated % cover/density	Seedlings	Juvenile	Mature
PAH-53	90.800	<i>Pinus canariensis</i>	Canary pine	3	0.1000			x
PAH-53	90.800	<i>Pinus pinaster</i>	Cluster pine	1b	0.1000			x
PAH-54	14.700	<i>Pinus pinaster</i>	Cluster pine	1b	0.0100			x
PAH-55	15.200	<i>Pinus pinaster</i>	Cluster pine	1b	0.0100			x

3.4 Prioritisation of Management Units

Prioritization of the management units was based on two criteria, namely (a) habitat importance, and (b) species distribution. Since species distribution was not of any major priority in any of the management units, habitat importance was assigned as the primary prioritization criterion. Management Units were categorized according to areas of Low, Medium and High Priority (Figure 5). The categories and the rationale for prioritization included:

- a. High Priority:
 - All infestations occurring in Protected Areas, along watercourses or wetlands are assigned to this category due to the threat to water resources.
 - Low level, initial infestations and inaccessible areas (i.e. high altitude and steep slopes).
 - Species with long-lived, high seed outputs.
 - Coppicing species that can potentially survive herbicide treatment and low-level felling.
- b. Moderate Priority:
 - Moderate density infestations.
 - Moderate inaccessibility.
 - Do not necessarily comprise new populations but usually occurring adjacent to area of low or high-density infestations.
- c. Low Priority:
 - Areas under control of that contain very dense infestations, unlikely to impact adjoining area if not dealt with immediately. Note that these areas still require urgent attention but that Low Priority is assigned as a relative means of prioritizing the most problematic management units.
 - Easily to moderate accessibility that allows for rapid response if required.

The table provides a summary of the management units assigned to each priority category (Table 5).

Table 5: Prioritization of Management Units

	Low Priority	Medium Priority	High Priority
Management Units	PAH-3, PAH-5, PAH-7, PAH-32, PAH-33, PAH-34, PAH-35, PAH-36, PAH-37, PAH-38, PAH-39, PAH-40, PAH-41, PAH-42, PAH-43, PAH-44, PAH-45,	PAH-6, PAH-8, PAH-9, PAH-10, PAH-11, PAH-12, PAH-14, PAH-15, PAH-16, PAH-17, PAH-18, PAH-20, PAH-21, PAH-22, PAH-23, PAH-24, PAH-25, PAH-26, PAH-27, PAH-28, PAH-29, PAH-30, PAH-31, PAH-46	PAH-1, PAH-2, PAH-4, PAH-13, PAH-19, PAH-47, PAH-48, PAH-49, PAH-50, PAH-51, PAH-52, PAH-53, PAH-54, PAH-55

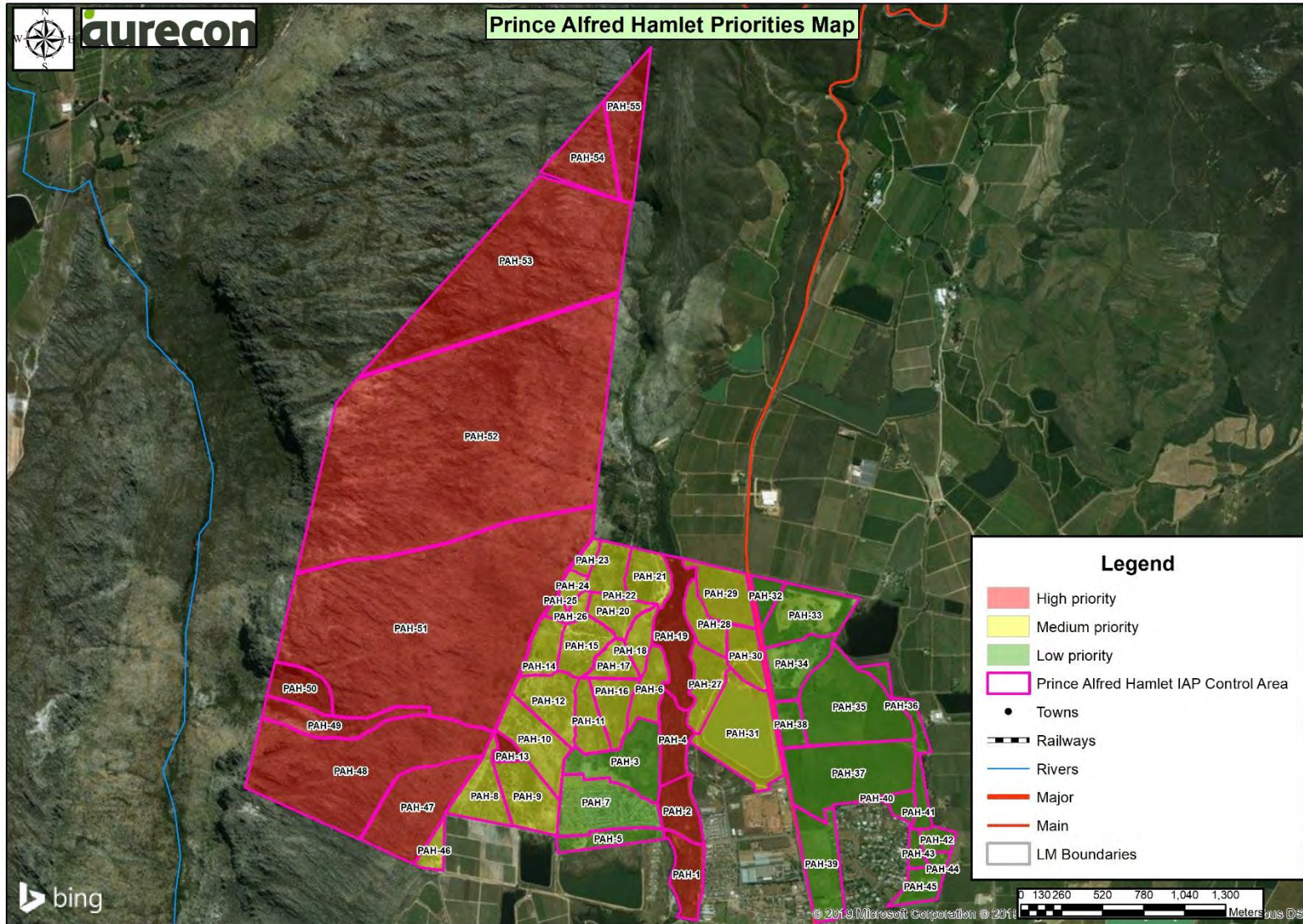


Figure 5: A map indicating the assigned priorities to each of the management units (an A3 version of this figure is provided as an Annexure to this report for better legibility)

3.5 Systematic clearing programme

3.5.1 Develop a sustainable approach to clearing

Before embarking on a clearing program, it is crucial to consider the potential impacts that clearing may have on the natural vegetation and related biodiversity. It is tempting to develop an action plan that rapidly addresses the overall infestations in one go and has a drastic reduction in the overall population, but it is important that such a plan considers the impact to the indigenous species and ecosystems, and adjusts the goals and methods to a longer, more systematic approach that allows the indigenous plant species an opportunity to gain a competitive advantage. The textbox below provides a hypothetical scenario illustrating the importance of a systematic approach to clearing.

Textbox 1: A hypothetical scenario to illustrate the importance of a systematic approach to clearing

A fire event leads to post-fire stimulation of Port Jackson Willow seedlings (± 20 mm high). The seedlings will co-occur with seedlings of indigenous species that have germinated after the fire.


If immediate action is taken by spraying the Port Jackson Willow seedlings with herbicide, the indigenous seedlings and saplings, and mycorrhizae (symbiotic root fungi associated with many fynbos species) will be inadvertently killed. It could be argued that this is a worthwhile trade-off in order to address the infestation swiftly. However, such an approach might result in the need for intensive follow-up treatments. The reason for this is that in the absence of indigenous seedlings and saplings, the dormant Port Jackson Willow seed bank is able to rapidly re-emerge thereby defeating the purpose of the initial clearing activity. Ultimately dense regrowth of indigenous vegetation must be encouraged to occupy soil area and root space as this inhibits further IAP infestations.

Under this scenario coppice regrowth on plants with a stem diameter greater than 20 mm should be sprayed whereas plants with a diameter less than 20 mm should be lopped below ground level.

3.5.1.1 General principles

The following general principles apply to the clearing programme:

- IAPs occurring along the urban edge, close to houses or other structures should be prioritised for clearing.
- Clearing should start in low-density areas so as to contain the further spread of IAPs into other areas.
- Clearing should be carried out from the highest point, working downwards (i.e. downslope or downstream).
- The upper reaches of watercourses and bare steep slopes should be targeted so prevent spread and establishment of new infestations downstream and downslope.
- Previously cleared sites or areas where partial clearing has occurred should be followed up to prevent densification of infestations.
- Uprooted seedlings or propagules such as cut material should not be left in situ to re-root.
- Felled plants should be stacked in piles along the contours and removed where practicably possible and feasible.
- Once steep slopes or erosion-prone areas have been cleared, erosion control measures should be put in place. These may include use of geotextiles or other materials. Methods should be adapted to the local situation.

- 
- A higher degree of vigilance and longer-term strategy should be adopted for species with long-lived seeds.

3.5.1.2 Site specific mitigation measures

The following mitigation measure should be considered:

- Management Unit PAH-47 includes rugged terrain that is very difficult to access. Dense stands of Canary pine (*Pinus canariensis*) infestations occurs in this management unit and may not be felled and removed since this would have a negative impact on the indigenous vegetation should attempts be made to remove the felled trees. **Note that this is a coppicing species and applying appropriate control measures are essential.** The following control methods are thus recommended:
 - **Mature trees:** It is recommended that the mature trees are ringbarked before being treated with an herbicide. These trees shall be left standing to reduce disturbance impacts on the soil and indigenous vegetation, as well as reduce the potential impact of felled trees burning in the event of a fire⁵.
 - **Juvenile trees:** Juvenile trees should be slashed, and stumps must be treated with a registered broadcast spray herbicide (which includes a dye to ensure proper cover and treatment with the herbicide).
- Herbicide treatment must be carried out with a high level of caution since the commonage and mountain catchment are listed as strategic surface and groundwater areas. Only registered herbicides may be used that are appropriate to the specific habitat (e.g. aquatic vs. terrestrial)
- Indigenous species shall not be disturbed, destroyed and or damaged during IAP control implementation. Areas and specific plants that needs to be avoided during control activities shall be identified and marked prior to the activities commencing by the Environmental Manager for the WLM. These areas and species shall be confirmed with CapeNature where necessary.
- Where IAP are remove from the site caution must be taken not to damage the indigenous vegetation. A light footprint approach shall be taken, and contractors shall be aware of the potential damage that can be imposed by trampling and temporarily stock-piling vegetation.

3.5.2 Determine what management units to target

The initial clearing programme needs to take place according to prioritization of the management units. High Priority areas must be cleared first, followed by Medium and Low Priority areas. The table below provides an action plan based on priority management units, including estimated targets and estimated timeframes (Table 6). Note that due to the extensive size and difficulty in estimating species percentage cover, these timeframes must be subject to adjustment as management units are systematically cleared. It is emphasized that the optimal approach to clearing of High Priority areas is to begin clearing of several units simultaneously. Monitoring would be required in perpetuity across Prince Alfred Hamlet since infestation is likely to emerge sporadically in remote areas and along the invasion pathways.

⁵ It should be noted that in order for felled mature logs to burn this would require a high indigenous fuel load which is not available in PAH-47.



3.5.3 Determine where to start

It is generally an accepted practice to start a clearing operation on the outer perimeter of the infestation, typically on the upper slopes or in the upstream reaches:

- Terrestrial areas should be cleared from the highest point (altitude) and from the lowest density of infestation towards the lower slopes and highest density of infestation wherever practical.
- Riparian areas should be cleared from the upstream reaches and from the lowest density of infestation towards the downstream reaches and highest density of infestation wherever practical.

Table 6: Identified invasive plants occurring in management units of Prince Alfred Hamlet

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-1	High	<i>Echium plantagineum</i>	Paterson's curse	1b	1820.000	2.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Acacia mearnsii</i>	Black wattle	2	2730.000	3.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Rubus cuneifolius</i>	American bramble	1b	91.000	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Cirsium vulgare</i>	Spur thistle	1b	9.100	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Populus x canescens</i>	Grey poplar	2	9.100	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Eucalyptus cladocalyx</i>	Sugar gum	1b	9.100	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Acacia saligna</i>	Port Jackson willow	1b	9.100	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Ricinus communis</i>	Castor-oil plant	2	9.100	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Sesbania punicea</i>	Red sesbania	1b	91.000	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity

⁶ Within 4–6 months after initial clearing.

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-1	High	<i>Verbena bonariensis</i>	Wild verbena	1b	0.910	0.0010	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-1	High	<i>Casuarina cunninghamiana</i>	Beefwood	2	0.910	0.0010	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-2	High	<i>Echium plantagineum</i>	Paterson's curse	1b	83.100	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-2	High	<i>Cirsium vulgare</i>	Spur thistle	1b	0.831	0.0010	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-2	High	<i>Acacia mearnsii</i>	Black wattle	2	2493.000	3.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-2	High	<i>Acacia longifolia</i>	Long-leaved wattle	1b	8.310	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-2	High	<i>Rubus cuneifolius</i>	American bramble	1b	0.831	0.0010	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-3	Low	<i>Pinus pinaster</i>	Cluster pine	1b	1.700	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-4	High	<i>Populus x canescens</i>	Grey poplar	2	9.160	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-4	High	<i>Echium plantagineum</i>	Paterson's curse	1b	9.160	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-4	High	<i>Acacia pycnantha</i>	Golden wattle	1b	0.916	0.0010	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-5	Low	<i>Pinus pinaster</i>	Cluster pine	1b	6.350	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-5	Low	<i>Pinus radiata</i>	Radiata pine	1b	63.500	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-6	Medium	<i>Eucalyptus cladocalyx</i>	Sugar gum	1b	7.570	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-6	Medium	<i>Acacia mearnsii</i>	Black wattle	2	3785.000	5.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-6	Medium	<i>Pinus radiata</i>	Radiata pine	1b	0.076	0.0001	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-6	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	7.570	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-7	Low	<i>Casuarina cunninghamiana</i>	Beefwood	2	1.860	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-7	Low	<i>Ricinus communis</i>	Castor-oil plant	2	1.860	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-7	Low	<i>Amelia azederach</i>	Seringa	3	1.860	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-7	Low	<i>Agave americana</i>	Spreading century pant	3	1.860	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-7	Low	<i>Solanum mauritianum</i>	Bugweed	1b	1.860	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-7	Low	<i>Canna indica</i>	Indian shot	1b	1.860	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-7	Low	<i>Acacia mearnsii</i>	Black wattle	2	18.600	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-7	Low	<i>Opuntia ficus-indica</i>	Mission prickly pear	1b	1.860	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-8	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	4080.000	4.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-8	Medium	<i>Pinus radiata</i>	Radiata pine	1b	1020.000	1.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-9	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	26000.000	20.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-9	Medium	<i>Pinus radiata</i>	Radiata pine	1b	13000.000	10.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-10	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	5200.000	4.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-10	Medium	<i>Pinus radiata</i>	Radiata pine	1b	1300.000	1.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-11	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	2154.000	3.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-12	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	119.000	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-12	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	11900.000	10.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-12	Medium	<i>Acacia mearnsii</i>	Black wattle	2	1190.000	1.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-13	High	<i>Pinus pinaster</i>	Cluster pine	1b	120.000	0.5000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-14	Medium	<i>Acacia mearnsii</i>	Black wattle	2	341.000	0.5000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-14	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	2046.000	3.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-14	Medium	<i>Eucalyptus cladocalyx</i>	Sugar gum	1b	6.820	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-14	Medium	<i>Pinus radiata</i>	Radiata pine	1b	6.820	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-14	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	68.200	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-15	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	27300.000	30.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-15	Medium	<i>Pinus radiata</i>	Radiata pine	1b	1820.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-15	Medium	<i>Acacia mearnsii</i>	Black wattle	2	4550.000	5.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-16	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	2454.000	3.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-17	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	1046.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2026 ongoing in perpetuity
PAH-17	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	1046.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2026 ongoing in perpetuity
PAH-17	Medium	<i>Acacia mearnsii</i>	Black wattle	2	52.300	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2026 ongoing in perpetuity
PAH-17	Medium	<i>Hakea sericea</i>	Silky hakea	1b	5.230	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2026 ongoing in perpetuity
PAH-18	Medium	<i>Hakea sericea</i>	Silky hakea	1b	4.920	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2026 ongoing in perpetuity
PAH-18	Medium	<i>Acacia mearnsii</i>	Black wattle	2	984.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2026 ongoing in perpetuity
PAH-18	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	49.200	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2026 ongoing in perpetuity
PAH-18	Medium	<i>Pinus radiata</i>	Radiata pine	1b	4.920	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2026 ongoing in perpetuity
PAH-19	High	<i>Acacia mearnsii</i>	Black wattle	2	124800.000	80.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-19	High	<i>Eucalyptus diversicolor</i>	Karri	1b	15.600	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-19	High	<i>Rubus cuneifolius</i>	American bramble	1b	156.000	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-19	High	<i>Pinus pinaster</i>	Cluster pine	1b	3120.000	2.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-20	Medium	<i>Acacia mearnsii</i>	Black wattle	2	6630.000	10.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-20	Medium	<i>Pinus radiata</i>	Radiata pine	1b	1989.000	3.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-20	Medium	<i>Acacia pycnantha</i>	Golden wattle	1b	6.630	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-21	Medium	<i>Acacia mearnsii</i>	Black wattle	2	34120.000	40.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-21	Medium	<i>Eucalyptus camaldulensis</i>	River red gum	1b	1706.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-21	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	85.300	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-21	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	85.300	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-21	Medium	<i>Opuntia ficus-indica</i>	Mission prickly pear	1b	0.853	0.0010	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-22	Medium	<i>Acacia mearnsii</i>	Black wattle	2	26285.000	35.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-22	Medium	<i>Eucalyptus camaldulensis</i>	River red gum	1b	3755.000	5.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-22	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	375.500	0.5000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-23	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	440.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-23	Medium	<i>Acacia mearnsii</i>	Black wattle	2	440.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-24	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	1325.000	5.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-24	Medium	<i>Acacia mearnsii</i>	Black wattle	2	26.500	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-25	Medium	<i>Pinus radiata</i>	Radiata pine	1b	13.300	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-25	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	665.000	5.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-25	Medium	<i>Eucalyptus camaldulensis</i>	River red gum	1b	13.300	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-25	Medium	<i>Acacia mearnsii</i>	Black wattle	2	1995.000	15.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-26	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	19.000	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-26	Medium	<i>Rubus cuneifolius</i>	American bramble	1b	19.000	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-26	Medium	<i>Acacia mearnsii</i>	Black wattle	2	19.000	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-27	Medium	<i>Acacia mearnsii</i>	Black wattle	2	17820.000	20.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-27	Medium	<i>Agave americana</i>	Spreading century pant	3	8.910	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-27	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	89.100	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-27	Medium	<i>Eucalyptus camaldulensis</i>	River red gum	1b	8.910	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-27	Medium	<i>Echium plantagineum</i>	Paterson's curse	1b	89.100	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-28	Medium	<i>Acacia mearnsii</i>	Black wattle	2	3290.000	5.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-29	Medium	<i>Acacia mearnsii</i>	Black wattle	2	2280.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-29	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	570.000	0.5000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-30	Medium	<i>Acacia mearnsii</i>	Black wattle	2	7360.000	10.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-30	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	736.000	1.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-31	Medium	<i>Acacia mearnsii</i>	Black wattle	2	10200.000	4.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-31	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	5100.000	2.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-31	Medium	<i>Casuarina cunninghamiana</i>	Beefwood	2	2.550	0.0010	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-31	Medium	<i>Acacia saligna</i>	Port Jackson willow	1b	2550.000	1.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-31	Medium	<i>Eucalyptus camaldulensis</i>	River red gum	1b	25.500	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-31	Medium	<i>Echium plantagineum</i>	Paterson's curse	1b	25.500	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-32	Low	<i>Acacia saligna</i>	Port Jackson willow	1b	36.800	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-32	Low	<i>Casuarina cunninghamiana</i>	Beefwood	2	3.680	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-32	Low	<i>Pinus pinaster</i>	Cluster pine	1b	36.800	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Pinus radiata</i>	Radiata pine	1b	1580.000	1.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-33	Low	<i>Acacia saligna</i>	Port Jackson willow	1b	7900.000	5.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Eucalyptus camaldulensis</i>	River red gum	1b	3160.000	2.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Casuarina cunninghamiana</i>	Beefwood	2	1.580	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Acacia mearnsii</i>	Black wattle	2	158.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Acacia pycnantha</i>	Golden wattle	1b	1.580	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Acacia baileyana</i>	Bailey's wattle	3	15.800	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Melia azederach</i>	Seringa	1b	15.800	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Pinus pinaster</i>	Cluster pine	1b	1580.000	1.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Opuntia ficus-indica</i>	Mission prickly pear	1b	1.580	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Echium plantagineum</i>	Paterson's curse	1b	15.800	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Ricinus communis</i>	Castor-oil plant	2	15.800	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-33	Low	<i>Acacia longifolia</i>	Long-leaved wattle	1b	1.580	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-33	Low	<i>Xanthium strumarium</i>	Large cocklebur	1b	15.800	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Eucalyptus camaldulensis</i>	River red gum	1b	1150.000	1.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Casuarina cunninghamiana</i>	Beefwood	2	1150.000	1.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Acacia mearnsii</i>	Black wattle	2	1.150	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Echium plantagineum</i>	Paterson's curse	1b	11.500	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Spartium junceum</i>	Spanish broom	1b	1.150	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Acacia saligna</i>	Port Jackson willow	1b	11.500	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Convolvulus arvensis</i>	Field bindweed	1b	1.150	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Ricinus communis</i>	Castor-oil plant	2	11.500	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-34	Low	<i>Xanthium strumarium</i>	Large cocklebur	1b	1.150	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-35	Low	<i>Ricinus communis</i>	Castor-oil plant	2	29.300	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-35	Low	<i>Acacia saligna</i>	Port Jackson willow	1b	293.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-35	Low	<i>Acacia mearnsii</i>	Black wattle	2	8790.000	3.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-35	Low	<i>Eucalyptus camaldulensis</i>	River red gum	1b	11720.000	4.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-35	Low	<i>Acacia melanoxylon</i>	Australian blackwood	2	29.300	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-35	Low	<i>Pinus radiata</i>	Radiata pine	1b	29.300	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-35	Low	<i>Pinus halepensis</i>	Aleppo pine	3	29.300	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-36	Low	<i>Pinus canariensis</i>	Canary pine	3	1425.000	3.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-36	Low	<i>Eucalyptus camaldulensis</i>	River red gum	1b	3800.000	8.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-36	Low	<i>Acacia mearnsii</i>	Black wattle	2	950.000	2.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-37	Low	<i>Spartium junceum</i>	Spanish broom	1b	3.000	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-37	Low	<i>Pinus halepensis</i>	Aleppo pine	3	3.000	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-37	Low	<i>Acacia mearnsii</i>	Black wattle	2	1500.000	0.5000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-37	Low	<i>Acacia saligna</i>	Port Jackson willow	1b	30.000	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-37	Low	<i>Pinus canariensis</i>	Canary pine	3	300.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-37	Low	<i>Pinus radiata</i>	Radiata pine	1b	30.000	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-38	Low	No IAPs	No iaps	No IAPs	0.000	0.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-39	Low	<i>Melia azederach</i>	Seringa	1b	15.000	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-39	Low	<i>Arundo donax</i>	Spanish reed	1b	15.000	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-39	Low	<i>Eucalyptus camaldulensis</i>	River red gum	1b	15.000	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-39	Low	<i>Pennisetum clandestinum</i>	Kikuyu grass	1b	7500.000	5.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-39	Low	<i>Echium plantagineum</i>	Paterson's curse	1b	1500.000	1.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-39	Low	<i>Acacia mearnsii</i>	Black wattle	2	150.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-39	Low	<i>Pinus elliotii</i>	Slash pine	1b (unless sterile)	150.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-39	Low	<i>Acacia saligna</i>	Port Jackson willow	1b	1.500	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-40	Low	<i>Pinus canariensis</i>	Canary pine	3	939.000	3.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-41	Low	<i>Acacia mearnsii</i>	Black wattle	2	352.000	1.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-41	Low	<i>Pinus halepensis</i>	Aleppo pine	3	1760.000	5.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-41	Low	<i>Eucalyptus camaldulensis</i>	River red gum	1b	1056.000	3.0000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-41	Low	<i>Agave americana</i>	Spreading century pant	3	3.520	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-42	Low	<i>Eucalyptus camaldulensis</i>	River red gum	1b	31.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-42	Low	<i>Arundo donax</i>	Spanish reed	1b	31.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-42	Low	<i>Sesbania punicea</i>	Red sesbania	1b	31.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-43	Low	<i>Fraxinus americana</i>	American ash	3	2.200	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-43	Low	<i>Echium plantagineum</i>	Paterson's curse	1b	22.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-44	Low	<i>Eucalyptus camaldulensis</i>	River red gum	1b	75.000	0.5000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-44	Low	<i>Arundo donax</i>	Spanish reed	1b	15.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-44	Low	<i>Sesbania punicea</i>	Red sesbania	1b	75.000	0.5000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-44	Low	<i>Gleditsia tricanthos</i>	Honey locust	1b	15.000	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-45	Low	<i>Casuarina cunninghamiana</i>	Beefwood	2	5.150	0.0100	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-45	Low	<i>Echium plantagineum</i>	Paterson's curse	1b	51.500	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-45	Low	<i>Acacia mearnsii</i>	Black wattle	2	51.500	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-45	Low	<i>Cylindropuntia imbricata</i>	Imbricate prickly pear	1b	0.515	0.0010	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity
PAH-45	Low	<i>Sesbania punicea</i>	Red sesbania	1b	51.500	0.1000	Complete initial clearing by 2025	2022 - 2025	Delayed action	2026 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-46	Medium	<i>Pinus pinaster</i>	Cluster pine	1b	981.000	3.0000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-46	Medium	<i>Ricinus communis</i>	Castor-oil plant	2	3.270	0.0100	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-46	Medium	<i>Eucalyptus camaldulensis</i>	River red gum	1b	32.700	0.1000	Complete initial clearing by 2023	2020 - 2023	Delayed action	2024 ongoing in perpetuity
PAH-47	High	<i>Pinus radiata</i>	Radiata pine	1b	7410.000	3.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-47	High	<i>Pinus canariensis</i>	Canary pine	3	74100.000	30.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-48	High	<i>Pinus canariensis</i>	Canary pine	3	12760.000	2.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-48	High	<i>Pinus pinaster</i>	Cluster pine	1b	638.000	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-49	High	<i>Pinus pinaster</i>	Cluster pine	1b	117.000	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-50	High	<i>Pinus pinaster</i>	Cluster pine	1b	1720.000	2.0000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-51	High	<i>Pinus halepensis</i>	Aleppo pine	3	1700.000	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-51	High	<i>Pinus pinaster</i>	Cluster pine	1b	8500.000	0.5000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity

MUnit	Priority	Scientific name	Common name	NEMBA Category	Area occupied (m ²)	*Estimated % cover/ density	Target	Proposed Timeframe	Action	Follow-up and maintenance ⁶
PAH-52	High	<i>Pinus canariensis</i>	Canary pine	3	5525.000	0.2500	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-52	High	<i>Pinus pinaster</i>	Cluster pine	1b	5525.000	0.2500	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-53	High	<i>Pinus canariensis</i>	Canary pine	3	908.000	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-53	High	<i>Pinus pinaster</i>	Cluster pine	1b	908.000	0.1000	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-54	High	<i>Pinus pinaster</i>	Cluster pine	1b	14.700	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity
PAH-55	High	<i>Pinus pinaster</i>	Cluster pine	1b	15.200	0.0100	Complete initial clearing by 2021	2019 - 2021	Immediate	2020 ongoing in perpetuity

3.5.4 Develop a schedule

A systematic clearing programme involves the following three (3) steps:

- Initial control: drastic reduction of existing population.
- Follow-up control: control of seedlings, root suckers and coppice growth.
- Maintenance control: maintain low alien plant numbers and apply annual control.

Management Unit	Priority	IAP	■ Initial Clearing	Follow-up Schedule			
				1	2	3	n
PAH-1	High	<i>Echium plantagineum</i>	Insert date	Insert date	Insert date	Insert date	Insert date
PAH-1	High	<i>Acacia mearnsii</i>	Insert date	Insert date	Insert date	Insert date	Insert date
PAH-1	High	<i>Rubus cuneifolius</i>	Insert date	Insert date	Insert date	Insert date	Insert date
...							


3.5.4.1 Importance of follow-up clearing

Follow-up clearing will be required following the first clearing efforts. Follow-up clearing must follow a species-specific approach (i.e. optimal clearing time for each species, including factors such as post-clearing and post-fire regrowth). Follow-up clearing in areas where fires occur is also a priority because the exposed soil provides an opportunity to hand pull seedlings as they emerge. Fire events are inevitable and should thus be factored into the programme as they occur.

3.5.5 Determine a suitable method

A variety of methods can be used for clearing. The following general methods relevant to Prince Alfred Hamlet are:

- **Hand pulling:** Grip young plants (usually 30cm or less) low down and pull out by hand (using gloves). Wear gloves, pull hard, shake off soil, kick soil around crown (point where stem meets soil surface). Stack in piles or spread out depending on whether it would cause a fire hazard or not. Stack in piles or rows around contour lines to facilitate easy follow up and removal.
- **Ring barking:** Bark must be removed from the bottom of the stem to a height of 0.75-1.0 m. All bark must be removed to below ground level for good results (note this is not necessary for Monterey pine). Where clean de-barking is not possible due to crevices in the stem or where exposed roots are present, a combination of bark removal and basal stem treatments should be carried out. Pangas or axes should be used for debarking.
- **Frilling:** Using an axe or panga, make angled cuts downward into the cambium layer through the bark in a ring. Ensure complete encircling of the stem and apply herbicide into the cuts. Where trees can be felled and removed use chainsaws or brushcutters.

- 
- **Cut-stump herbicide treatment:** Should the use of registered herbicides be the most effective option for control of alien invasive vegetation, and agreed to in terms of an approved Method Statement, then this shall be undertaken in compliance with the terms and conditions of the South African National Standards for handling, storage and disposal of pesticides (SANS 10206:2010, Edition 2.2), and **under the instruction and supervision of a certified Pest Control Officer (PCO).**
 - Only herbicides registered for the particular plant species requiring control shall be used. Where no herbicide has been registered, the PCO is to select a suitable alternative (e.g. the least hazardous herbicide registered for a similar plant species).
 - Application rates shall comply with the product label of the herbicide used, unless the PCO has instructed differently.
 - Herbicide operators mixing and applying herbicides shall be appropriately trained and supervised and shall be equipped with the requisite personal protective clothing in accordance with the SANS requirements and the herbicide labels.
 - Supervisors shall be literate, shall understand the instructions on the herbicide labels, and shall ensure that the necessary safety protocols are implemented.
 - The use of diesel-based herbicides near watercourses shall not be permitted.
 - The requisite washing facilities and herbicide mixing area shall comply with the SANS requirements, as shall the transport, handling and storage of herbicides.
 - There is a very high risk of off-target damage from herbicides within riparian areas as many herbicides are toxic to aquatic systems, and only herbicides that are approved for use near a watercourse shall be used.
 - Herbicides shall not be used in windy or rainy conditions, and care shall be taken to avoid drift onto indigenous plants.
 - Stems should be cut as low as practicable, as stipulated on the herbicide product label.
 - Herbicide prescription shall only be undertaken by a certified PCO.

4 Responsibilities & Reporting Requirements

4.1 Overall Structure

Even though it is the mandate of the Environment and Amenities Department of the WLM to ensure compliance with the IAS requirements of NEM:BA, various WLM departments and stakeholders also share in some of the responsibilities and have an important role to play.

Due to this complexity of roles and responsibilities, it is very important to have a clearly defined governance structure that will ensure:

- Effective and efficient implementation of this strategy;
- Ownership of roles and responsibilities among the different role players and stakeholders; and
- Collaboration, by aligning expectations and common objectives.

There are **four key elements** in any successful invasive alien species programme:

- a sound strategy
- a realistic target
- an adequate budget
- good management.

"If any of these are missing, you are simply wasting your time and, generally, somebody else's money."

Dr Ian AW Macdonald,
International Environmental
Consultant.

To achieve the above, the organizational model depicted in Figure 6 has been adapted from the 2009 CAPE Invasive Alien Species Strategy for the WLM, and its relevance to this ISMC&E Plan for the Prince Alfred Hamlet will be discussed in more detail in subsections of this chapter.

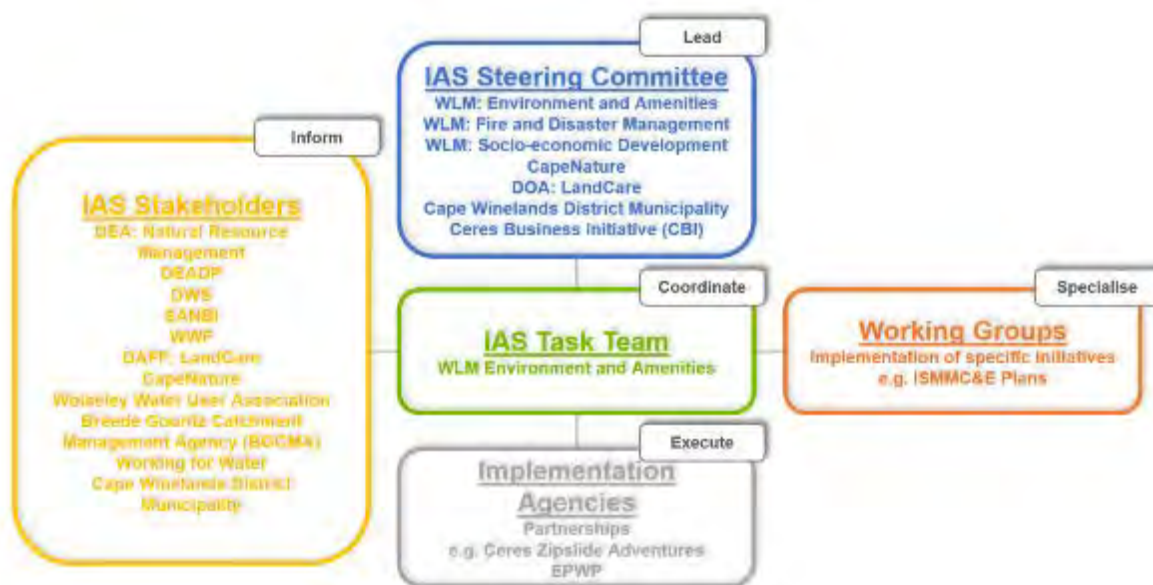


Figure 6: Organizational model to manage roles and responsibilities in the WLM in terms of invasive species control

Note that the IAS Task Team and Working Groups may merely consist of only one or two individuals initially but has the potential to grow significantly in size over time, as funding becomes available.



4.2 IAS Task Team

4.2.1 Purpose

The task team will be the direct link between the stakeholders, implementers and working groups of the ISMC&EP, and the Steering Committee, with the main purpose of coordinating and facilitating the implementation of this plan.

4.2.2 Responsibilities

The main responsibilities of the IAS Task Team will be as follows:

- Coordinate:
 - Planning activities (executed by the Working Groups; see Section 4.3);
 - Implementation activities (executed by the Implementation Agencies; see Section 4.4);
 - Monitoring activities (executed by the Working Groups; see Section 4.3);
 - Capacity building and skills training; and
 - Awareness raising.
- Provide specialised services and support such as:
 - Integration of the business plan with tasks and activities to be performed by the Working Groups and Implementation Agencies;
 - Financial management;
 - Contract management;
 - Communication and reporting; and
 - Overall monitoring and evaluation.
- Manage and develop relationships with, and involvement of, key stakeholders, role players and partners.
- Appoint implementing agents.

4.2.3 Structure

The IAS Task Team will consist of specialised staff within the Environmental and Amenities Department of the WLM. A clear communication and reporting structure will need to be developed by the IAS Task Team leader that fits into the existing WLM management structure.

4.3 Working Group


4.3.1 Purpose

The Working Group for the Prince Alfred Hamlet ISMC&E will provide specialised services such as planning, monitoring, data management, awareness raising and capacity building.

4.3.2 Responsibilities

The Working Groups will mainly be responsible for the:

- The execution of planning and monitoring activities required for the implementation of the ISMC&E Plan.

- 
- Providing sound research (e.g. monitoring data) and guidance that can be used for decision-making and prioritisation of management units in the future.
 - Management of baseline data and knowledge to enable monitoring and future planning.
 - Management and development of relationships with key stakeholders, role players and partners.
 - Raising awareness and community support.

4.3.3 Structure

The Working Groups will report directly to the IAS Task Team. Working Groups should be identified and developed in terms of the Strategic Objectives. Members should mostly consist of WLM staff (inter- and intra- departmental), but it may also be necessary to appoint external specialists for specific tasks and/or to develop partnerships.

4.4 Implementation Agencies

4.4.1 Purpose

The purpose of the implementation agencies is to implement the control measures to address IAPs in the management units, focussing on those identified as a high priority first, and undertaking a systematic approach to clearing in accordance with the programme and schedule.

4.4.2 Responsibilities

The main responsibilities of the Implementation Agencies will be to:

- Implement IAP control measures including initial clearing, repeated follow-up and scheduled maintenance.
- Provide site specific knowledge/experience to the relevant Working Group that needs to be considered for future planning.

4.4.3 Structure

The implementing agents can be contractors, specialists, partners, etc., as identified and appointed by the WLM.

5 Monitoring & Evaluation

Regular monitoring of the progress and success of implementation of the ISMC&E Plan must be undertaken for each management unit. This should take the form of regular reports (monthly and annually) that allow for comparative monitoring and success at the various stages, including prior to and after each clearing phase. Workload assessments are to be carried out prior to every control operation. This information is collated and analysed in the five-year reports. The five-year report will provide an overview in terms of (a) what has been achieved in relation to the targets and (b) status quo of IAPs in the Prince Alfred Hamlet site. The table below provides a set of monitoring protocols to be implemented by contractors and used by the WLM to evaluate deliverables and success rates (Table 7).

Table 7: Monitoring measures for assessing success of the ISMC&E Plan

Phase	Objective	Measurable indicators	Action	Desired outcome
Phase 1: Workload assessment/ First clearing	Costing and action plan.	Fixed point photographs comparing before and after cover. Repeat	Deviations of 15% or more between planned versus completed work must be motivated with corrective steps.	Reach maintenance phase by attaining 95% reduction over the 10-year period.
Phase 2: First follow-up clearing	Costing and action plan.	Compare fixed point photographs, before and after cover. Repeat cover estimating and compare with cover prior to start of work. Monitor interval every 4–6 months after initial work.	Deviations of 15% or more between planned versus completed work must be motivated with corrective steps.	Reach maintenance phase by attaining 95% reduction over the 10-year period.
Maintenance Phase	Costing and action plan.	Compare fixed point photographs, before and after cover. Repeat cover estimating and compare with cover prior to start of work. Monitor interval every 4–6 months after initial work	Deviations of 15% or more between planned versus completed work must be motivated with corrective steps.	Continue regular sweep operations. Survey and assess the IAP status for the entire Prince Alfred Hamlet every year.



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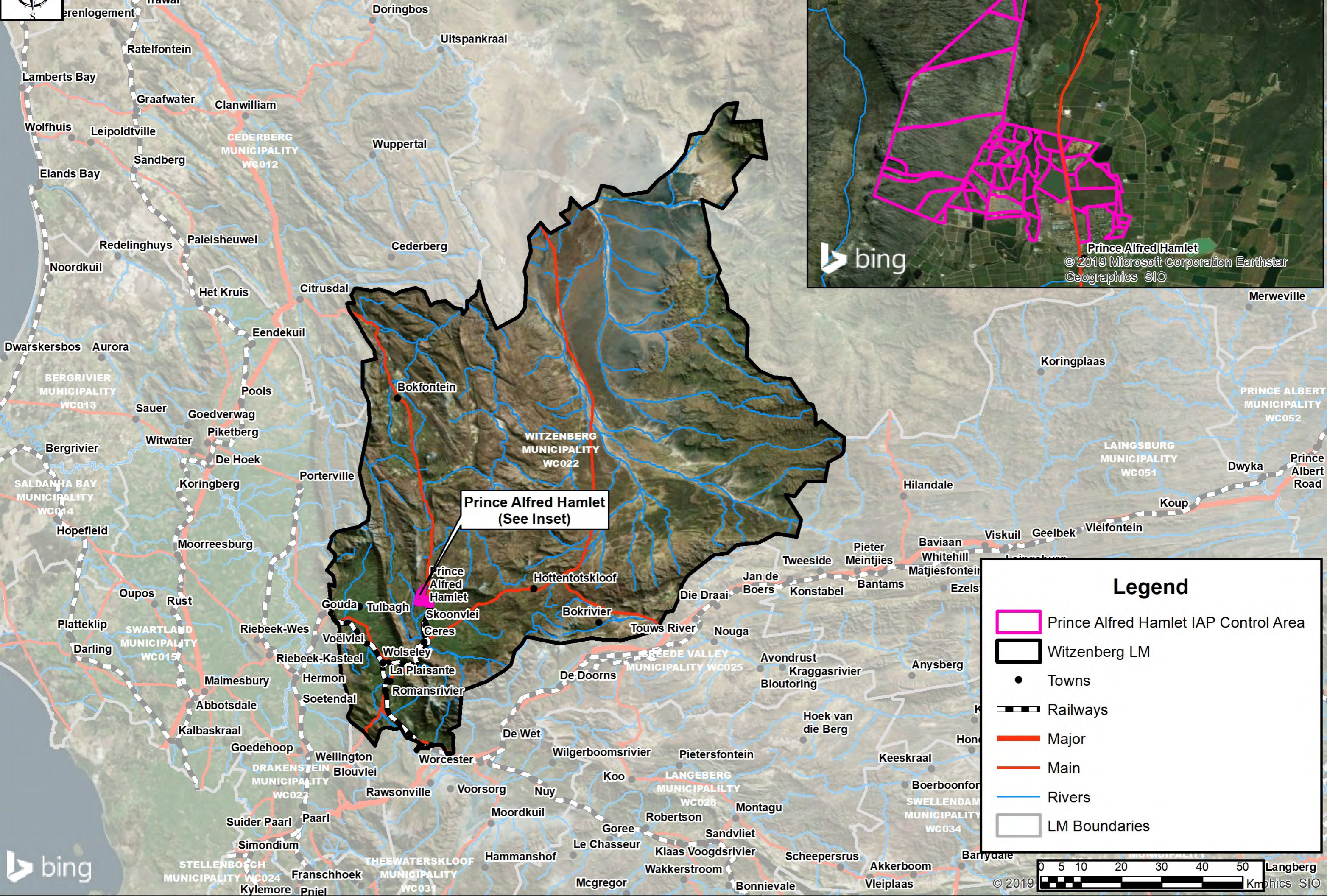
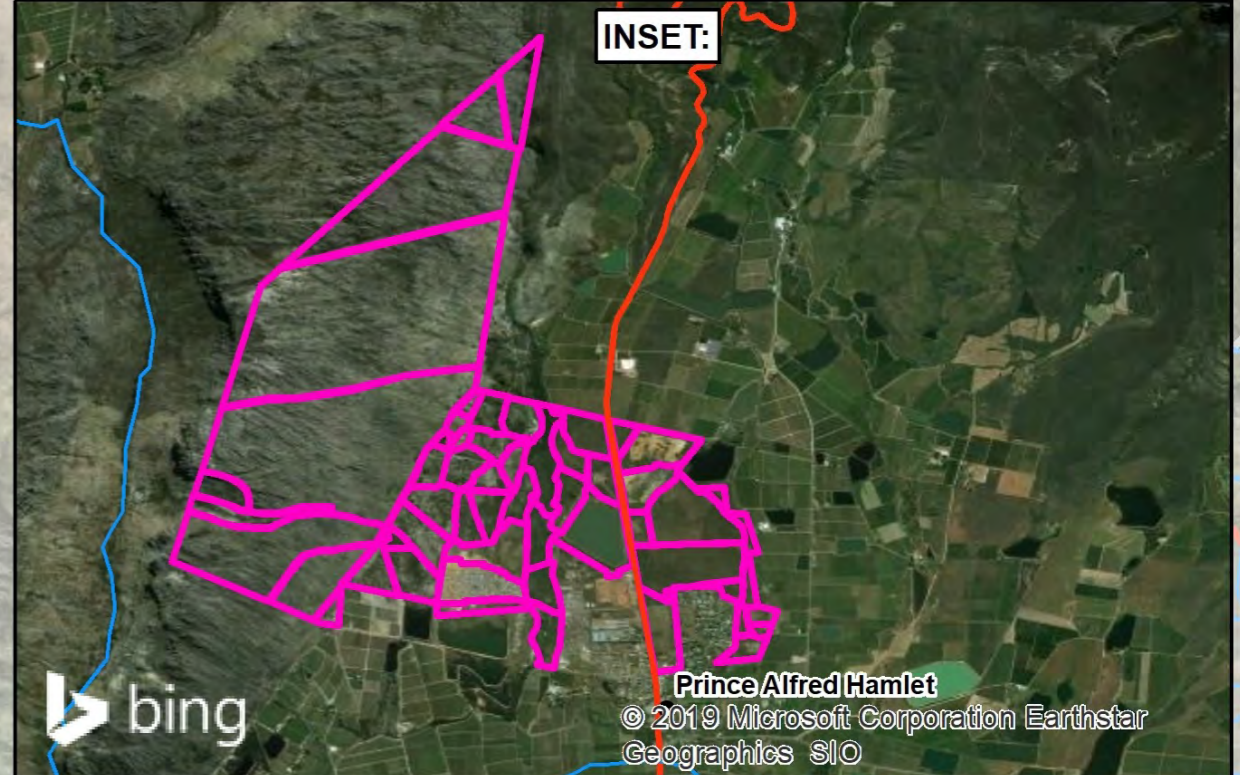
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Aurecon offices are located in:









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Lesotho, Mozambique,
Namibia, New Zealand, Nigeria,
Philippines, Qatar, Rwanda, Singapore, South Africa,
Swaziland, Tanzania, Thailand, Uganda,
United Arab Emirates, Vietnam, Zambia,

ANNEXURE A

Maps



Legend

-  Prince Alfred Hamlet IAP Control Area
-  Witzenberg LM
-  Towns
-  Railways
-  Major
-  Main
-  Rivers
-  LM Boundaries

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO : Municipal Manager (MM)
VAN / FROM : Manager Amenities and Environment
DATUM / DATE : 14 February 2020
VERW. / REF

WITZENBERG MUNICIPALITY: INVASIVE SPECIES MONITORING, CONTROL AND ERADICATION PLANS FOR PRINCE ALFRED HAMLET AND OP DIE BERG

Purpose:

To inform Council that Aurecon Pty (Ltd) completed the Invasive Alien Species Monitoring, Control and Eradication plans for Op die Berg and Prince Alfred Hamlet and to request an opportunity for Aurecon Pty Ltd to workshop the plans with Council.

Background and deliberation:

In terms of the National Environmental Management: Biodiversity Act 10 of 2004 (NEMBA) each organ of state is responsible for preparing an Invasive Alien Species Monitoring, Control and Eradication (IASMC&E) plan within their area of jurisdiction and for controlling listed invasive species on municipal owned land

Aurecon Pty (Ltd) developed the Strategy and Plans for Ceres Nature Reserve and the Wolseley Commonage in 2017.

Aurecon Pty (Ltd) submitted the final draft Plans of the Prince Alfred Hamlet and Op die Berg Commonage for Council's approval. The mentioned was also submitted to the Department of Environmental Affairs who approved the Plans on 31 October 2019 in terms of Section 76(2) and 73(2) of NEMBA.

The Executive Mayoral Committee recommended on 23 January 2020 that Messers Aurecon Pty Ltd be invited to the next Council meeting to do a presentation on the plans

Recommendation:

That Aurecon Pty Ltd be invited to the next council meeting to workshop the plans and for the plans to be approved by Council.


H TRUTER
Manager Amenities and Environment


David Nasson
Municipal Manager



Kindly address all correspondence to the Municipal Manager / Rig asseblief alle korrespondensie aan die Munisipale Bestuurder / Yonke imbalelwano mayithuyelwe kuMlawuli kaMasipala

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

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

Umasipala olukhathaleleyo uluntu lwakhe, odala ukukhula namathuba!

- (e) *that the Municipal Manager and Acting Manager: Socio-Economic Development evaluate the success of the businesses when in operation.*
- (f) *that the Committee for Local Economic Development and Tourism determine the criteria to evaluate the success of the businesses when in operation.*

7.3.3 Witzenberg Municipality: Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg (17/9/2)

Item 7.1 of the meeting of the Committee for Community Development, held on 21 November 2019, refers.

A memorandum from the Manager: Amenities and Environment, dated 24 October 2019, is attached as **annexure 7.3.3**.

The Committee for Community Development resolved on 21 November 2019 to recommend to the Executive Mayoral Committee and Council.

- (a) *that Messrs Aurecon Pty (Ltd) be invited to the next Council meeting to do a presentation regarding the final draft plans of the Prince Alfred's Hamlet and Op-die-Berg commonage.*
- (b) *that the Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg commonage be approved.*

RESOLVED

That the Executive Mayoral Committee recommends to Council:

- (a) *that Messrs Aurecon Pty (Ltd) be invited to the next Council meeting to do a presentation regarding the final draft plans of the Prince Alfred's Hamlet and Op-die-Berg commonage.*
- (b) *that the Invasive Species Monitoring, Control and Eradication Plans for Prince Alfred's Hamlet and Op-die-Berg commonage be approved.*



environmental affairs

Department:
Environmental Affairs
REPUBLIC OF SOUTH AFRICA

Private Bag x447, Pretoria, 0001. 14 Loop Street, Cape Town, 8000
Tel: (+27 21) 441 2816 - Fax: 021 441 2751

Enq: Stiaan Kotze

E-mail: skotze@environment.gov.za

Dear Sir/Madam

APPROVAL OF MONITORING CONTROL AND ERADICATION PLAN

RE: PRINCE ALFRED HAMLET WITZENBERG LOCAL MUNICIPALITY (Reference: 506014)

Purpose

- 1 The purpose of this letter is to:
 - 1.1 Inform you that the Department of Environmental Affairs, Forest and Fisheries ("the Department") has conducted an inspection on your property, to verify if information received in the Monitoring Control and Eradication are correct. The Plan Advise you of your duties in respect thereof.
 - 1.2 Inform you that, I Stiaan Kotze, in the capacity of the National Control Biodiversity Officer: Competent Authority, approve this Plan for duration of period provided in the Plan.
 - 1.3 That the Department will do inspections from time to time, on the properties provided in the Plan, to ascertain Compliance in accordance to the approved Plan.

Background

2 On 1 August 2014 and pursuant to the provisions of the National Environmental Management: Biodiversity Act 10 of 2004 (NEM:BA), the Department caused to be published Alien and Invasive Species Lists which identify certain invasive species ("the Lists"), as well as Alien and Invasive Species Regulations which, amongst others, set out the manner in which those listed invasive species must be controlled and/or eradicated ("the Regulations").¹

3 Invasive species is defined in NEM:BA as follows:

"invasive species" means any species whose establishment and spread outside of its natural distribution range-

(a) threaten ecosystems, habitats or other species or have demonstrable potential to threaten ecosystems, habitats or other species; and

(b) may result in economic or environmental harm or harm to human health"

4 The Alien and Invasive Species Lists group invasive species into discrete categories as follows:-

Category 1a: Invasive species which must be combatted and eradicated. Any form of trade or planting is strictly prohibited.

Category 1b: Invasive species which must be controlled and wherever possible, removed and destroyed. Any form or trade or planting is strictly prohibited.

Category 2: Invasive species or species deemed to be potentially invasive, in which a permit is required to carry out a restricted activity. Category 2 species include commercially important species such as pine, wattle and gum trees.

Category 3: Invasive species which may remain in prescribed areas or provinces. Further planting, propagation or trade is however prohibited.

5 A person who is the owner of land on which a listed invasive species occurs has a duty to notify the relevant competent authority, in writing, of the presence of the listed invasive species on that land. It became apparent during the site inspection that you failed to comply with this duty.

¹ Government Notice Regulation 598 and Government Notice Regulation 599 of 1 August 2014.



- 6 In addition to the above, the land owner is required to take steps to control and eradicate the listed invasive species present and to prevent it from spreading. Harm to biodiversity must be prevented or at least minimised. You have failed to comply with this duty.
- 7 You are accordingly instructed forthwith to commence activities necessary to control and eradicate the invasive alien plant species present on your property.
- 8 A person who fails to comply with these aforementioned duties, may be issued with a directive by the competent authority. The directive may, amongst others, include instructions to remedy any harm caused either by the actions of the person to whom the directive is issued, or by the occurrence of the listed invasive species present on the property.
- 9 In the event that the directive is not fully complied with, the competent authority may implement the instructions contained therein and recover all costs reasonably incurred by competent authority in implementing the directive from that person; or proportionally from that person and any other person who benefited from implementation of the directive.
- 10 Failure to comply with a directive is also a criminal offence which, upon conviction, carries a sentence of a fine not exceeding R10 million and/or imprisonment not exceeding 10 years. In addition or as an alternative, a fine of the estimated cost of clearing may be imposed.

Assistance rendered by the Department

- 11 Upon request, the Department may, where possible, provide you with a species management programme to guide you on how to control, combat and/or eradicate the listed invasive species.
- 12 The Working for Water office in your province is able to render technical advice on the clearing methods applicable to certain listed invasive species.

Yours faithfully



Stiaan Kotze

Director: Biosecurity

Control Biodiversity Officer: Competent Authority

Environmental Management Inspector

APPROVED

FULL NAME: STIAAN KOTZE
CONTROL BIODIVERSITY OFFICER:
COMPETENT AUTHORITY
REGULATORY COMPLIANCE AND SECTOR MONITORING
DEPARTMENT OF ENVIRONMENT FORESTRY & FISHERIES
14 Loop Street, Cape Town
DATE: 31/10/2019



environmental affairs

Department:
Environmental Affairs
REPUBLIC OF SOUTH AFRICA

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Tel: (+27 21) 441 2816 - Fax: 021 441 2751

Enq: Stiaan Kotze

E-mail: skotze@environment.gov.za

Dear Sir/Madam

APPROVAL OF MONITORING CONTROL AND ERADICATION PLAN

RE: OP DIE BERG WITZENBERG LOCAL MUNICIPALITY (Reference: 506014)

Purpose

- 1 The purpose of this letter is to:
 - 1.1 Inform you that the Department of Environmental Affairs, Forest and Fisheries ("the Department") has conducted an inspection on your property, to verify if information received in the Monitoring Control and Eradication are correct. The Plan Advise you of your duties in respect thereof.
 - 1.2 Inform you that, I Stiaan Kotze, in the capacity of the National Control Biodiversity Officer: Competent Authority, approve this Plan for duration of period provided in the Plan.
 - 1.3 That the Department will do inspections from time to time, on the properties provided in the Plan, to ascertain Compliance in accordance to the approved Plan.

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- 10 Failure to comply with a directive is also a criminal offence which, upon conviction, carries a sentence of a fine not exceeding R10 million and/or imprisonment not exceeding 10 years. In addition or as an alternative, a fine of the estimated cost of clearing may be imposed.

Assistance rendered by the Department

- 11 Upon request, the Department may, where possible, provide you with a species management programme to guide you on how to control, combat and/or eradicate the listed invasive species.
- 12 The Working for Water office in your province is able to render technical advice on the clearing methods applicable to certain listed invasive species.

Yours faithfully



Stiaan Kotze

Director: Biosecurity

Control Biodiversity Officer: Competent Authority

Environmental Management Inspector

APPROVED

FULL NAME: STIAAN KOTZE
CONTROL BIODIVERSITY OFFICER:
COMPETENT AUTHORITY
REGULATORY COMPLIANCE AND SECTOR MONITORING
DEPARTMENT OF ENVIRONMENT FORESTRY & FISHERIES
14 Loop Street, Cape Town
DATE: 31/10/2019

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO Munisipale Bestuurder

VAN / FROM: Bestuurder: Behuising

DATUM / DATE: 4 Oktober 2019

VERWYS/REF.: 16/04/P & 3/3/2



STRAATNAME : GOEDKEURING VAN STRAATNAME VIR VREDEBES

KOMITEE VIR OORWEGING:

Komitee vir Behuisingaangeleenthede.

DOEL:

Om die komitee te versoek om die straatname soos voorgelê goed te keur in terme van die raadsbeleid.

BEREDENERING:

Verwysing: Item 9.1.6 van die vergadering van die Komitee vir Behuisingaangeleenthede gehou op 28 Augustus 2019.

Aangeheg:

- (a) Die notule en lys van straatname van Wyk 5 soos aanbeveel tydens 'n wykskomitee vergadering gehou op 7 Februarie 2018.
- (b) Die notule en lys van straatname van Wyk 1 soos aanbeveel tydens 'n wykskomitee vergadering gehou op 14 Maart 2019 tesame met motiverings soos versoek.
- (c) 'n Lys van name ontvang vanaf die IDP kantoor soos indien deur Wyk 12 gedateer September 2019.

Dit dien gemeld te word dat 32 straatname benodig word vir toekenning aan strate in Fase 1 & 2 in die Vredebes Projek.

WETGEWING:

Beleid vir straatname soos goedgekeur op 18 Mei 2016.

✉ 44 Ceres 6835

☎ (023) 316 1854

📞 (023) 316 1877



admin@witzenberg.gov.za

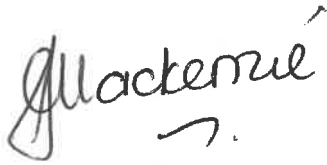


FINANSIële IMPLIKASIES:

Onbekend.

AANBEVELING:

Ter oorweging.



CJ MACKENZIE
BESTUURDER BEHUISING



Goedgekeur/~~Nie-goedgekeur~~
D NASSON
Wrnde DIREKTEUR: GEMEENSKAPSDIENSTE

Opening: Ronnie open vergadering met gebed.

Verskonings: A.Nasson maak verskoning a.g.v werk

Voorstelle: Ronnie noem van ons wyk 5 gemeenskap, rondom ons mense wat bly by die afdakke, Raad werk steeds met die probleem Raadsheer Smit noem dat hulle met 'n voorstel teen die einde van die maand (FEB) gaan voorstel aan die Raad om die mense te verwyder.

Komitee noem dat hulle groei by die afdakke. Komitee noem ook dat plaas mense wat nie meer by die plaas werk nie en word deur plaas – bakkies daar afgelaai gemeenskap moet met oplossings kom, rondom die probleem van die plakkers.

Noem, Milla praat rondom die Burgemeester se honde wat oor sy mure spring vir mense, Komitee voel dat die Munisipaliteit moet Basson –sloot maar skoon maak gereeld en die riviere, wat slange na woonbuurt lok.

Raadsheer het verslag gegee rondom die CWP (LRC) vergaderings en dat die komitee die datums aan die Speaker moet deurgee, sodat die Speaker by alle wyke een wykskomiteelid moet afvaardig, na die vergadering en raadslid. Die volgende CWP vergadering is 7 Maart 2018.

Marius en J. Nel het wyk 5 verteenwoordig in vergadering rondom die vullis verwydering en hoe werk daardeur geskep kan word in Witzenberg – area. Dit was die "Recycle Project"

Straatname by Vredebes Raadsheer Smit noem die verskillende name wat hy ingedien het. Hy noem ons was nie 'n korum nie, dis hoekom ons komitee weer daarna moet kyk. Ronnie stel voor dat die name goedgekeur moet word, maar J.Nel voel dat dit uitheemse name is. Alle komitee stel voor die name moet deurgaan so na die Raad.

Geld van 2017 is nog nie gebruik nie ons moet met voorstelle kom in vlg. Vergadering.

Raadsheer Smit sluit vergadering af met goele gees.

Ward 5 Ward Committee Meeting Date: 07 Februarie 2018

Place: Council Chambers

Name & Surname	Portfolio	Contact number	Signature
Alderman Smit	Chairperson	083 263 4654	
Fiona Hardneck	Kerke	078 775 0851	
Amelia Abrahams	Gestremdes	076 500 0388	
Alistair Nasson	Sake Gemeenskap	073 019 3002	
Maruis Koopman	Civics/Belasting	076 661 3819	
Rudolf Nel	Sport & Kultuur	082 772 4292	
Sylvia Cupido	Vroue	073 826 6742	
Angeline Wildschut	Jeug	082 112 4927	
Hyno Baartman	Gesondheid & Maatskaplik	063 000 7332	
Ronnie Philander	Onderwys	082 468 1616	
Jonathan Nel	Veiligheid	072 254 1124	

Verstekoning

Verstekoning

LS

Kankerbos
Jakkalsbos
Skilpadbossie
Kapokbossie
Kouterbossie
Pienk – Kiesieblaer
Kamferbos
Blouaalwyn
Plakke – Pigs Ears
Rooi – ysplant – Red iceplant
Botterblom
Rooi vygie
Mossienes
Bitterbos
Bloublonnetjie Felicia
Viooltjie
Kinkelblaer
Kanniedood
Hawergras
Witsparril
Babriana
Witstorm

Perdebossie Pteronia
Polygala
Klein Skilpadbos
Klawergras
Soetdoring
Klip vygie
Brakeveldvygie
Rolbos
Kinpaoutbos
Vaalbrakbossie
Karooegroen goggas
Purple Kalikoentjie
Gouesterretjie
Geldbeursie
Bokkool
Roggras

ZZZZ



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 ✉ admin@witzenberg.gov.za
 www.witzenberg.gov.za

Ward 1: Ward Committee

Date: 14 March 2019

Place: N'Dull

Name & Surname	Portfolio	Contact number	Signature
Councillor N Phatsoane	Chairperson	081 497 2195 072 583 3660	
Mandisa Hinana	Education	078 293 6012	
Sipho Mdange	Sport & Culture	072 148 6442 078 820 2717	No Apologie
Kenneth Mbangula	Transport / Business	071 057 8691	
Nandi Mvunylswa	Housing	062 8020234	
Cynthia Davids	Health & Social	078 434 3050	
Andile Gili	Youth	073 625 8563	
Ntombi Khewana	Woman	078 251 8059	
Alfred Mpondwana	Churches	079 329 4563	
Mandlakazi Mjelele	Safety	078 694 9422	Apologie
Congaswa Tshuta	Disability & Elderly		C. Tshuta

Agenda

1. Prayer

CYNTHIA DAVIDS

2. Opening/welcome

COUNCILLOR N. PHATSOANE

3. Apologies

ANDILE GILI IS IN CAPE TOWN ANC OFFICE

6. Strategic issues for the IDP

COUNCILLOR EXPLAINED WHY THERE'S A NEW COMMITTEE. SHE SAID SOME OF THE COMMITTEE HAVE'NT BEEN ATTENDING THE MEETING, THAT MADE HER TO MAKE NEW COMMITTEE MEMBERS BECAUSE OF THE RULES AND REGULATIONS THAT WITH 3 MONTHS WITH THEM NOT ATTENDING, WE SHOULD ELECT NEW COMMITTEE MEMBERS

7. Sector/Portfolio inputs (please attach)

WE AGREED THAT EACH MEMBER WILL HAVE A SECTOR/PORTFOLIO MEETING ON MONTHLY BASES AND THE COUNCILLOR WILL BE PART OF IT OR THEY REPORT BACK TO THE COUNCILLOR. WE CHECKED THE AVAILABILITY OF EVERY WARD COMMITTEE MEMBER DURING THE DAY SO THEY CAN ASSIST THE COUNCILLOR ON WARD AFFAIRS. TWO MEMBERS HAVE AVAILED THEMSELVES TO ASSIST THE COUNCILLOR DURING THE DAY AND THEY ARE CYNTHIA DAVIDS AND ALFREDO MPONOWANA

8. General

DUE TO NON-FUNCTIONAL OF WARD COMMITTEES THE WARD HAS BEEN FAILED WE HAVEN'T BEEN ABLE TO HAVE PUBLIC MEETINGS SINCE FROM SEPTEMBER LAST YEAR. OUR FIRST PUBLIC MEETING WILL BE ON THE 20 MARCH 2019. COUNCILLOR EXPLAINED THAT IN NOVEMBER THE WARD COMMITTEES IN STREET

COMMITTEES, WE DEAL WITH THE STREET NAME
OR NEW PROJECTS IN FEEDBACK PROJECT WERE
BOTH COMMITTEES TO USE HELPERS OF THE GOOGLE MAPS

9. Next meeting date

19/03/2019

11:00 POWCROSS

TO PREPARE FOR

10. Closure: Councilr Phatsosna

PUBLIC MEETING

Signature: Chairperson



GENERAL

THE NAMES WERE AS FOLLOW

STEVIE BIKO

LUAN MBOUY

GOUIN MBEKI

HONOR PETERSON

WALTER SIBULU

WINNIE MANDELA

ALBERT LUTHULI

LANGALIBALELE DUBIS

EMOKA SOTONGA

THE COMMITTEE AGREED THAT THESE NAMES SHOULD BE FORWARDED
AS THEY ARE

- ① Mandela Street → Self said left his home to be jailed to free the whole South Africa: the freedom that we respect came with his struggle that is why his name we want
- ② Langa Libalele Sube → He was many things that made South Africa to be where it is today. He is one of the kind that we want him not to be forgotten. We want our youth to follow his steps.
- ③ Winnie Mandela → She was one of the South Africa's most visible and articulate anti-apartheid figures, spend many years as a "banned" person in her own country. We want her spirit to live in our streets.
- ④ Lillian Ngoyi → She was the first South African anti-apartheid activist, she was the first woman to be elected to the executive committee (A.N.C), and helped launch a federation of South African Women
- ⑤ Walter Sisulu → He was a South African anti-apartheid activist, he was thrown in jail like Nelson Mandela. We want his name to be named in our streets.
- ⑥ Hector Peterson → He was the part of the youth that fought for the rights to be taught in their own languages that we all want our languages to be spoken all over, that is why we want his name to be on our streets.
- ⑦ Enoch Sontonga → He was the composer who composed the national Anthem, which is been sang even today. We need his name to be remembered in our streets.

Wrong statement for Oliver Tambo

- ⑧ Govan Mbeki → He was the first President of National A.N.C from 1991 to 1997. He is also an anti-apartheid politician and revolutionary who served. It will be wrong of us to forget his names in our street.

- ⑨ Govan Mbeki → He was a publisher in association with the U.W.C ~~Street Tambo~~ → historical and Cultural Centre project. The essays formed part of the political education programme that was developed on Robben Island that was known as the political prisoners. He want his to be named in the Freedom project

D. Albertina Sisulu → She was known as a anti-apartheid activist and the wife of the fellow activist. She is known for her leadership ability and maternal power that to her proud humble. It will be the wrong of us to forget his denial in our streets.

Ward 12

VEEDIBES - STREET NAMES

September 2019

I. Ginger

1. GIGER gqalaghe - Businessman & political activist

2. Elizabeth Mbangula - Veteran first female democratic D. mayor

3. Patrick Hinana - First democratic CIV

4. Greeman Nongue - Youth developer and youngest prison warden

5. Amos Delato - Communist and community leader.

6. Yengaye Yisa - Church elderly and traditional affairs.

7. SIYAVUMA - We agree

8. PHAMbili - Voortoe.

9. Wilson Sicasana - Hostel traditional and Churches leader.

10. Nkamane Skipper - Taxi industry and Community Carer

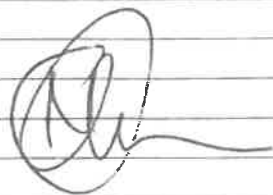
11. Trea Manjiya - Veteran Community leader

12. Alida Nonjana - Church leader & youth trainer

13. NTSICI Lalaphi - Unionist leader of workers

14. SIYahlala la - We are here to stay

15. Zonkizalwe - Rainbow nation



REVIEW OF STREET NAMES WARD 12 COUNSELLOR AND It's COMMITTEE

STREET NAMES	MOTIVATION
Thuma mina	It a just a name out of the bible means send me.
Amos Delato	Community activist humble to everyone.
Patrick Hinana	Former counsellor community worker especially elderly on traditional affairs.
Elizabeth Mbangula-Mrwetyana well-known as (Maxaba)	An Icon veteran who was counsellor, executive committee, and who was our first black female deputy major of the Witzenberg Municipality in our democracy.
Ginger Gqalaqha	A member of SANCO representing the whole community irrespective of party affiliation.
Zola Mdala	He was a humble community leader serving people and also deputy major of the witzenberg.
Ntsiki Lalapi	A unionist who represented her workers irrespective of the race because of that time she only influence Africans speaking.
Trea Manjiya	A veteran (women league) that community leader adopting black, colored and white families into her house voice of the the community.
Wilson Skisazana	Elderly and hostel dwellers leader involved in projects in community and churches.
Mkhwemnte.T	A committed community leader serving with dedication assisting in job finding especially on farms.
Khauleza	Speed –up vining or/ hurry up people are waiting.
Vengaye Yisa	Traditional leader adviser of chiefs, sport, motivational speaker and supporter.
G T Nongwe	Youth leader in our community he died very young as a manager at warm bokkeveld Prison educated and humble.
Alda Nomjana	Chair lady, women and church leader grooming the youth (singers of god)
Gqalaqha (vice-father)	Old man who was shot and killed in front of his children by arpatheid police in nduli.



**POLICY FOR RENAMING OF STREETS,
RESIDENTIAL AREAS, PUBLIC PLACES,
NATURAL AREAS and COUNCIL-
OWNED BUILDINGS, FACILITIES and
ARTEFACTS**

1. BACKGROUND AND INTRODUCTION

1.1 Background

Witzenberg belongs to all its citizens.

It is inadvisable for the Witzenberg Municipality to consider an application for renaming any of its streets, naming or renaming its public places, natural areas and Council-owned buildings, facilities or artefacts without an accepted policy and process.

“The relevant Portfolio Committee be given the brief of **formulating a policy on Renaming of Streets**, and that it should further be authorised to investigate and make recommendations to Council’s Executive Mayoral Committee on the question of streets, buildings, public places, residential areas and other public entities or institutions whose current names may cause offence.”

1.2 The importance of names

1.2.1 Names are essential acceptable locational tools and navigational aids for a predictable, manageable and orderly environment and create a ‘sense of place’.

1.2.2 Names have powerful positive or negative meanings for people and provide opportunities to promote community harmony or perpetuate hurt and division.

1.2.3 Names are the beginnings and ends of journeys or destinations.

1.2.4 Names are place markers and focal points through symbolism, association and remembrance.

1.3 Policy objectives

The objectives of this policy are as follows:

1.3.1 To ensure an inclusive, consultative clear process that enjoys public and political support and which will stand the test of time, and which can be followed when a proposal for a name change is received.

1.3.2 To ensure that a transparent and community-driven process is undertaken when a name change is proposed.

1.3.3 To replace controversial and offensive names.

1.3.4 To guide renaming of public streets and Council-owned features which have names that are in conflict with the Council objectives.

2. POLICY CONSIDERATIONS

2.1 Categories of names that should be avoided

- 2.1.1 Offensive or insensitive names.
- 2.1.2 Names that are cumbersome in the sense that the name may be construed as unintelligible in the spoken or written form, and physically in the sense that the length of the name may be considered impractical on a street sign.
- 2.1.3 Linguistically corrupted or modified names.
- 2.1.4 Similar sounding names should be avoided within a five km radius (e.g. Names like Beach Avenue and Peach Avenue, or Apple Hill Road and Apple Road).
- 2.1.5 Names that could be construed as commercial advertising.

2.2 Guidelines for name selection

- 2.2.1 In addition to considerations of sensitivity and offensiveness, the renaming of a specific street, public place, residential area, natural area and Council-owned building, facility or artefact may be considered when duplication of the name occurs within the Witzenberg Municipality and/or when renaming would generally improve the Witzenberg's administration of essential services.
- 2.2.2 There shall preferably be no duplication of a name within the Witzenberg area or within five kilometre, where the name does not refer to the same street.
- 2.2.3 Consideration should be given to names of local area or historic significance.
- 2.2.4 Proposed names should meet one of the following:
 - (a) refer to fauna and flora;
 - (b) strengthen community identity;
 - (c) recognise indigenous and international flora, fauna or natural features relevant to the Witzenberg Municipality;
 - (d) promote improved place orientation and recognition;
 - (e) recognise the cultural diversity of Witzenberg;
 - (f) names of people who were in good standing with the community (with the exception of names of current councillors and officials).

3. PROCESS BY WHICH RENAMING CAN TAKE PLACE

3.1 Conditions for submitting renaming proposals

- 3.1.1 Each year Council will advertise a window period during which submissions can be made. In a renaming proposed for a previously disadvantaged community, advertising should be augmented by the use of community newspapers and by placing facilities, e.g. libraries, etc.
- 3.1.2 Any person, community or organisation within the boundaries of the Witzenberg Municipality shall be entitled to propose the renaming of a street or the naming or renaming of a public place, residential area, council-owned building, facility or artefact in accordance with the procedure outlined in this policy.
- 3.1.3 Proposals shall be in writing and shall include full details of the affected street, public place, residential area, council-owned building, facility or artefact as well as the proposer, proposed name change and fully motivated reasons which shall include research references and evidence of professional or community support. Where the Portfolio Committee is advised in advance that it is difficult for a written submission to be made due to illiteracy or other circumstances, it may use its discretion to entertain oral submissions according to the rules for public hearings.
- 3.1.4 Proposals may include the results of referenda or similar consultation within communities by way of evidence of support or opposition but shall not be considered as a defining criterion by the Portfolio Committee.
- 3.1.5 Applications will be assessed by the Portfolio Committee on an annual basis after the close of the window period each year.
- 3.1.6 No late submissions or emergency proposals will be considered outside of the window period.

3.2 Assessment of renaming proposals

- 3.2.1 Proposals will be received and processed by the relevant Department strictly according to advertised procedures.
- 3.2.2 The relevant department will scrutinise the proposals for compliance with the policy considerations contained in this policy. Renaming proposals that do not contain all the requisite information will be returned to the proposer with a request for the missing information.
- 3.2.3 A report containing all names received with a summary of relevant information will be prepared for submission to the Portfolio Committee. The report will be submitted to committee members at least 14 days prior to a scheduled meeting.
- 3.2.4 Proposals will be considered by the Portfolio Committee who will meet at maximum 4 (four) times during a year and then make recommendations to Council.

- 3.2.5 The recommended name changes arising out of the Portfolio Committee deliberations will be advertised and interested and affected parties will be given four weeks within which to submit comments.
- 3.2.6 Renaming proposals received will be scrutinised by the Portfolio Committee to ensure that they comply with the provisions of this policy. Then the submissions will be advertised to obtain public comment.
- 3.2.7 Comments received on the renaming proposals will be considered by the Portfolio Committee who will then make a recommendation to Council.
- 3.2.8 The renaming proposal/s, if still supported by the Portfolio Committee, will be submitted to the full Council via the Mayoral Committee or the relevant delegated authority.
- 3.2.9 The full Council of the Witzenberg Municipality will take the final decision on whether to accept the implementation of the proposed renaming.
- 3.2.10 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this policy.

17/4/19

WITZENBERG MUNICIPALITY

HOUSING ADMINISTRATION POLICY



CONTENTS

1. DEFINITIONS
2. INTRODUCTION
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3. INTEGRATED APPROACH TO HUMAN SETTLEMENTS
4. HOUSING DATABASE
5. NEW HOUSING DEVELOPMENT ALLOCATIONS
6. HOUSING ALLOCATIONS IN RESPECT OF MUNICIPAL RENTAL UNIT STOCK
7. DEALING WITH EVICTIONS – RENTAL STOCK
8. EMERGENCY HOUSING ASSISTANCE
9. PRE-EMPTIVE RIGHT
10. ILLEGAL OCCUPATION OF LAND AND EVICTIONS
11. PREVENTION OF ANTI-SOCIAL BEHAVIOUR BY TENANTS OF MUNICIPAL RENTAL STOCK

In this Policy, the following words shall, unless otherwise stated or inconsistent with the context in which they appear, bear the following meaning:

Aged - meaning any person who receives and qualifies for a state pension grant (60 years and older)

Anti-social behaviour – conduct of a person /s with the intention to destabilize the community through the illicit sale of drugs, liquor without a license and gang related activities)

Basic municipal engineering services - limited to water services, sanitation services, access roads and open lined storm water systems provided on a shared base in a dense settlement pattern;

Disabled* - member of a household who receives a permanent disability grant from SASSA until the person reached the old aged grant (pensionable age of 60)

Financial dependent - Minor biological children, adopted children, foster children; children 18 years and over who are studying AND financially dependent; biological parents and grandparents; parents and grandparents in-law; siblings under 18; siblings 18 and over who are financially dependent; extended family members who are financially dependent (National Housing Code).

Municipality - Witzenberg Municipality.

Policy - The policy set out in this document, as amended from time to time;

Beneficiary – Member of the public who has completed a registration for assistance to acquire a house from the variety of housing options available through the National Housing Programmes, and whose details have been captured on the National Housing Needs Register

Approved Beneficiary – A Beneficiary whose application for a housing subsidy has been approved by the Provincial Department of Human Settlements

Housing Allocation – Allocation of a new state subsidized house or rental unit to a specific applicant who has met the selection criteria for the dwelling or project.

Housing Demand Database (the 'Database') - The Housing Demand Database is the Municipality's integrated housing database comprising the consolidation of all the legacy waiting lists or housing databases and lists of the different areas and towns within the Municipality.

Housing Opportunities – Housing opportunities include the full spectrum of opportunities available in terms of the Integrated Residential Development Programme and includes the allocation of serviced stands to households that do not qualify for housing subsidies

Housing Projects – Housing projects undertaken by the Municipality in terms of the National Housing Programmes (UISP, IRDP, CRU, EHP, PHP)

Meaningful Engagement - Affected communities / individuals must be engaged as a group in relation to the impending removal, as well as at an individual and household level, in order to ensure that all relevant personal circumstances are taken into account in the process.

Selection Criteria – Selection criteria are the factors of parameters used in selecting a set of applicants for housing opportunities.

Vulnerable - meaning any person / household living in dangerous circumstances (which is life threatening), dilapidated structures (not informal structures), gross overcrowding.

Council has adopted a Human Settlement Plan which forms part of the Witzenberg Integrated Development Plan as an attempt to expedite housing delivery to its homeless households within its jurisdiction.

The cornerstone of this policy is:-

- (a) the focus on creating partnerships between the various spheres of government, the private sector and communities ;
- (b) that the quality and affordability of the housing delivered, is of central importance ; and
- (d) the focus on creating a wholesome living environment conducive to attracting private investment.
- (e) Management and control of the spread of informal settlements, land invasion and evictions from land, and
- (f) Promotion of integrated housing development; and
- (g) the equitable, non-discriminatory administration of housing issues, including housing provision to the disabled
- (h) Registration of all Witzenberg residents' applications for housing assistance into a computerized housing database

2.1 Legal framework

Although not exhaustive, the following legislation and policies provide the appropriate legislative framework within which the Witzenberg Housing Administration Policy is drafted:

- Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996)
- Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998 (Act No 19 of 1998)
- Extension of Security of Tenure Act, 1997 (Act No 62 of 1997)
- Less Formal Township Establishment Act, 1991 (Act No 113 of 1991)
- Municipal Systems Act, 2000 (Act No 32 of 2000)
- Local Government Municipal Finance Management Act, 2003 (Act No.56 of 2003)
- Housing Act, 1997 (No 107 of 1997)
- Rental Housing Act, 1999 (No 50 of 1999)
- National Housing Code, 2000
- National Environmental Management Act, 1998 (No 107 of 1998)
- Land Use Planning Ordinance, 15 of 1985

2.2 Guiding Principles

The following principles serve as guides in the implementation of the Witzenberg Housing Administration Policy:

Sustainability

Promotion of the establishment of socially and economically viable communities and safe and healthy conditions for human settlement while ensuring that residential developments do not impact adversely on the environment.

Fairness and Equity

Housing development shall promote equal access to opportunities as well as promote equity in respect of race, gender, religion and creed.

Integration

Integrating social, economic, institutional, physical and environmental issues in the development of sustainable human settlements whilst ensuring that new developments lead to the integration of urban and rural areas in support of one another

Affordability

Residential development shall be economically, fiscally, socially and financially affordable and sustainable and houses shall have a market value

Innovation and Choice

Promoting innovative responses that increase the availability of choice and variety to the consumer

Combating Urban Sprawl

Ensuring that new developments contribute to the compaction of towns and are contained within the urban fringes as defined in the Spatial Development Framework of the municipality

Community Participation

Ensuring that affected communities actively participate in the development process

Empowerment

Ensuring that development incorporates capacity building programmes that promote the utilisation of local skills and resources as well as the participation of previously disadvantaged communities

Habitability

Only suitable land for human occupation shall be considered for housing development

Proximity to Economic Opportunities

Land for housing shall be ideally located next to economic opportunities to lessen the transport cost for residents going to work

Quality

New housing developments shall comply with the minimum quality standards

Environmentally friendly

Promoting the utilisation of environmentally friendly resources and designs that focus on energy

Nature Centred Development

Creating synergy between man-made and ecological systems through the continuation of green spaces in human settlements and the utilisation of environmentally friendly resources and designs that focus on energy saving

Human Centred Development

Ensuring that the developmental needs and activities of people living in settlements are catered for and that opportunities for people to achieve their full potential through their own efforts are maximized

Chapter Integrated approach to Human

3 Settlements

In its attempt to integrate human settlements:

- The housing development shall be located closer to economic opportunities
- The housing development shall lead to the compacting of the towns and avoid urban sprawl
- The housing development shall be integrated with other municipal services – social, economic and infrastructure to establish sustainable human settlements
- All housing developments (low, middle and high-income) within the Municipality shall be approved by Council in line with the provisions of the Human Settlement Plan (HSP), the Spatial Development Framework (SDF) and the Integrated Development Plan (IDP).
- Municipal departments be coordinated to work together in planning and implementing housing projects
- The promotion of middle and high-income housing will in turn generate resources to improve low-income areas
- Equal preference be given to urban and rural development projects
- To promote environmental sensitive and energy efficient housing

3.1 Establishing an Integrated approach to human settlements

Council shall make available land for human settlement for Greenfield developments, infill planning, urban renewal or *in situ* upgrading projects as prioritized in the Human Settlement Plan, the SDF and the IDP of the municipality.

- 3.1.1 Council shall support and participate in, where feasible, the development of a variety of high, middle and low-income residential developments which combine single residential as well as cluster housing on both Greenfield and urban renewal, *in-situ* upgrading or infill planning sites.
- 3.1.2 All future development proposals shall show how due consideration has been given to social, physical, environmental and economic aspects in the project design. An Environmental Impact Assessment or any other study to support decision-making in this regard may be required from the developer.
- 3.1.3 Council shall support urban developments within the urban fringe. Rural development shall be supported if proven feasible.
- 3.1.4 Council shall support developments that promote the optimum utilization of infrastructure and resources.
- 3.1.5 Council shall support development that is located in close proximity to socio-economic opportunities.
- 3.1.6 New housing developments shall only be supported if in line with the Human Settlement Plan, Spatial Development Framework and the Integrated Development Plan of the municipality.
- 3.1.7 Projects shall be designed to minimize the negative impact on the environment and environmentally sensitive developments shall get preference.

- 4.1 The Housing Administration section shall use the Western Cape Provincial Department of Human Settlements Housing Demand Database.
- 4.2 The Database is housed at the Western Department of Human Settlements.
- 4.3 The Database shall be linked and accessible through computers in the in the Witzenberg Municipality housing offices.
- 4.4 The manager Human Settlement is tasked with the responsibility to oversee update the housing database.
- 4.5 The housing database will be made of the following components:
 - Occupants of informal settlements
 - Backyard dwellers
 - People applying for housing opportunities for subsidized housing
 - People applying for housing opportunities other than subsidized housing
 - Occupant of municipal rental housing accommodation
 - Occupants of houses not registered in the name of owners.
- 4.6 The housing database, in addition to the above will also contain the waiting list of applications seeking accommodation.
- 4.7 The Housing Waiting List shall be updated regularly as and when new allocations are made during the course of the year and when new applications are received.
- 4.8 Auditing of the housing database will be undertaken as necessary and required by the internal auditing section of Council.
- 4.9 Housing officials dealing with the database will access the system through a password that must be kept secret.
- 4.10 After the updating of the database, on a quarterly basis, the list must be distributed to the housing portfolio committee and relevant Ward Councillors to make the information available to the community, to check and verify their information.

Chapter New Housing Development Allocations

5

5.1 Council in through its housing allocation supports the following objectives:

- 5.1.1 Promotion of equal access to housing for Witzenberg residents
- 5.1.2 Transparency
- 5.1.3 Prevention of unfair discrimination
- 5.1.4 Promotion of fair administrative justice
- 5.1.5 The principle of "first come first serve" where possible
- 5.1.6 Proper recording of all housing applicants

5.2 Allocation framework

Council has in terms of the Municipal Structures Act No 117 of 1998 established a Section 79 / 80 Housing Committee and has delegated certain powers and functions to the housing committee to deal with housing related matters.

The Council Housing Committee will determine the criteria for a specific housing project prior to the identification process of all beneficiaries for the project. The Council Committee will inter alia consider the following criteria for allocations:

- 5.2.1 All persons who want to qualify for state financed housing must complete the standard application form to be registered on the housing database.
- 5.2.2 Only applicants who appears on the housing database will be considered for any state subsidized housing assistance.
- 5.2.3 Completed applications shall be lodged at the Housing Office of Council who shall capture the information in the Housing Demand Database (Provincial).
- 5.2.4 Applicants shall be Witzenberg residents for a period of not less than 5 years;
- 5.2.6 The principle of first come first serve will apply as far as possible;
- 5.2.6 Preference will as far as possible and per the further criteria of the Committee, be given to the vulnerable groupings within the Witzenberg community;
- 5.2.7 Allocation of housing subsidies shall comply with the provisions of the Housing Act, the Housing Code, the Provincial and Municipal housing policies;
- 5.2.8 Waiting list numbers are not transferable to other members of a household in any circumstance, especially in circumstances where the person on the waiting list does not qualifies for a government subsidy. No waiting list transfers will be allowed.
- 5.2.9 Financial dependents can only be used once for a subsidy application approval and the necessary support documentation (proof of adoption, affidavits if extended family financial dependent must be provided);
- 5.2.10 Where a person is living with HIV / AIDS (stage 4) will be classified as vulnerable (support documentation must be provided (doctor / clinic certificate /report).
- 5.2.11 The Housing department will investigate each case in terms of section (c) and submit a detail report on the circumstances for approval.

5.3 After an application has been approved, the Municipality or service provider shall inform the applicant through any of the following:

- (a) A letter, where an address has been provided in the application form
- (b) A telephone call / sms / email
- (c) A fax, where a fax number has been provided, and
- (d) Notices on the notice boards of the Municipality and its satellite offices

5.4 The full list of approved allocations will be display on notice boards at municipal offices (where a project is implemented) for transparency purposes and also for possible comments.

Chapter Housing Allocation with regard to Municipal Rental Stock

6

A distinction is drawn between state funded municipal rental stock and own municipal rental stock. All state funded municipal stock are occupied and this policy attempts to guide the allocation thereof in the event of a vacancy and / or illegal occupation of state funded rental stock. This policy will deal with own municipal rental stock as a separate process.

6.1 Subsidized Municipal Rental Stock

- 6.1.1 Before any allocation of rental stock to a person is made a complete report from the housing administration must be submitted to the housing portfolio committee for consideration.
- 6.1.2 The housing committee will give preference to the dependants of the Lessee's where the household have been staying in the rental stock for a minimum period of three years.
- 6.1.3 In the event of the rental stock being unoccupied and / or where the Lessee has passed away with no dependants then the housing committee will consider allocations from the housing waiting list as per the subsidized housing allocation criteria and the urgency and dire circumstances of destitute people.
- 6.1.4 The approved applicant shall sign a lease agreement with the Municipality and the rental fee in terms of the tariffs for that particular financial year will be applicable.
- 6.1.5 Upon the death of a legal occupant, a rental contract must be entered into with the surviving family member/s who at the time of death where residing in that specific unit.
- 6.1.6 In the case of the death of a legal occupant where no surviving family members resides with the legal occupant at the time of death, the unit will be allocated to the next person on the waiting list.
- 6.1.7 Where a person is in possession of a rental Unit and still has other residential property, the Council will forthright take the rental unit and reallocate it from the waiting list (one person one property).
- 6.1.8 Where a tenant signs off his/her rental unit for whatever reason, all his/her belongings and people or dependents must vacate the unit.

6.2. ALLOCATION / QUALIFYING CRITERIA

- 6.2.1 Applicants shall be residents of the Witzenberg Municipality for a period of at least 3 years;
- 6.2.2 Single persons without financial dependents will not be considered.
- 6.2.3 An applicant must automatically be placed on both the Rental and low cost housing lists if the applicant did not possess any property that was or is registered in his or her name.

6.3 RENTAL PAYABLE

- 6.3.1 The rental to be paid will be charged in terms of council policy and budgets applicable for that particular financial year.

- 6.3.2 The above charges include all other municipal services and charges excluding water and electricity.
- 6.3.3 Rental is payable monthly in advance.

6.4 MAPLE PARK APARTMENTS

- 6.4.1 Only people above the age of 60 will be considered as a Lessee for any apartment.
- 6.4.2 Accept for the spouse and / or partner of a Lessee, who should also be a pensioner no dependants of any Lessee will be allowed to be part of a household of any unit.
- 6.4.3 A separate housing waiting list will be maintained for the purposes of an allocation of any housing opportunity.
- 6.4.4 The housing committee will consider the following criteria when considering making an allocation:
 - 6.4.4.1 Any application should have stayed within the Witzenberg district for a minimum period of 10 years.
 - 6.4.4.2 The units are catering for people who are in physical position to support themselves and the applicants must be self-supportive.
 - 6.4.4.3 Applicants must be a recipient of a pension whether private or from government.
 - 6.4.4.4 The housing committee may from time to time set any criteria which they regard as necessary in determining a fair and equitable allocation.
 - 6.4.4.5 The rental payable will be inclusive of any municipal services except for the prepaid electricity and will be based on the rates as determined by Council in its annual budget.
 - 6.4.4.6 The housing administration must table a full report to the housing department before any allocation will be made.

6.5 TRICHARD STREET APARTMENTS

- 6.5.1 Council has taken into consideration the scarcity of accommodation for young professionals, especially for Council itself and has earmarked the Trichard Street apartments as a housing opportunity for such young professionals.
- 6.5.2 The Trichard Street apartments will only cater for single, married couples or partners living as husband and wife with no dependants.
- 6.5.3 The rental payable will be market related and payable in advance.
- 6.5.4 The young professionals must earn a minimum salary of at least R10 000, 00 per month.
- 6.5.5 Preference will be given to young professionals who are on the housing database but it should be noted that this will not be a determining consideration for the committee.
- 6.5.6 The committee will evaluate each and everyone's particular situation in terms of the need, urgency and possible impact from both employee and employer in the event of the young professional not having accommodation in Witzenberg.
- 6.5.7 The housing administration must table a full report to the housing department before any allocation will be made.

Chapter Dealing with Evictions – Rental stock

7

7.1 POLICY FRAMEWORK IN RESPECT OF UNLAWFUL OCCUPATION OF COUNCIL RENTAL UNITS.

7.1.1. PRINCIPLES

7.1.1.1 An unlawful occupant is a person who:

- has moved into a vacant municipal rental unit without Council's authorization, or
- has forced the legal tenant out of a municipal rental unit or
- has been left behind by a vacating tenant or when the tenant dies and is not a family member of the original household (includes families living in backyard structures).

7.1.1.2 Children of former tenants who move into their parents' municipal rental unit will not be considered as unlawful provided that:

- (a) They can show that they have lived in the municipal rental unit for a period of not less than 24 months (unbroken) prior to the termination of the tenancy.
- (b) They can prove that their absence from the Unit was due to economic reasons and are actively contributing to the livelihood of the tenant (working out of town)
- (c) They are not in occupation of another Council owned dwelling
- (d) Doubtful cases will be referred to the Manager: Human Settlements for adjudication after an inspection was undertaken and a report was tabled to the Manager.

7.1.1.3 In dealing with unlawful occupants, Council will ensure that the rights of the occupants are not undermined.

7.1.1.4 Unlawful occupants will be dealt with in terms of set administrative procedures.

7.2. ADMINISTRATIVE PROCEDURES: UNLAWFUL OCCUPANT:

- 7.2.1 A home visit must immediately be conducted after a report is received or it is suspected for any reason that there is an unlawful occupant in occupation to establish the following:
- (a) Date the tenant vacated or died
 - (b) That persons who are members of the tenant's household and who may have claim to the tenancy are no longer in the dwelling.
 - (c) Ascertain the date unlawful occupant moved into the dwelling.
- 7.2.2 The unlawful occupant / s details are checked and any special circumstances pertaining to the occupant / s noted (e.g. invalids, terminally ill persons, health stricken, pregnant persons, wheelchair-bound persons, whether the household is headed by a woman, whether there are minor children, elderly, whether they are employed, etc.)
- 7.2.3 At the interview, the unlawful occupant must be advised about his/her rights as well as the implications of the illegal occupancy.
- 7.2.4 The unlawful occupant will be given a maximum of 14 days, notice letter or sent by registered post to vacate the premises or face eviction.
- 7.2.5 After the 14 days' notice period a process of meaningful engagement will be followed to discuss options not to render the unlawful occupant homeless.
- 7.2.6 Where no agreement can be reached with the unlawful occupant or all alternatives has been explored and eviction is the only option, Council's attorneys will be instructed to institute the required proceedings for the eviction.
- 7.2.7 The same process (*notification, interview and meaningful engagement, eviction*) will be followed against a tenant who is responsible for anti-social behaviour.
- 7.2.8 The Housing committee will approve of any eviction action that needs to be undertaken against any legal occupant and / or occupant where the lease has been terminated.

Chapter Emergency Housing Assistance

8

8.1 AIMS

To establish a basis for the implementation of all relevant and applicable legislation which is utilised in the decision making process on the provision of emergency housing. The aim is to provide temporary aid and assistance in the form of basic municipal engineering services and/or shelter in emergency situations to persons who are destitute and in desperate need and/or crisis situations.

Note that the provision of this type of assistance does not detract from the municipalities overall objectives in terms of section 26 of the Constitution and does not promote queue jumping in that the provision of this type of temporary assistance is limited to emergencies and homelessness due to evictions.

8.2 SCOPE AND CRITERIA

821 SCOPE

Persons who are destitute and who find themselves in desperate need and/or crisis situations, such situations being referred to and defined below as "Emergencies", and only these persons will qualify for temporary emergency housing assistance.

The Municipality also acknowledges that there is a relationship between housing and evictions. A wealth of jurisprudence in respect of housing and evictions law was developed over the last number of years that influence the Municipality's involvement in providing alternative accommodation to evictees who will be rendered homeless. Municipalities must provide reasonable steps to realize the right to housing as enshrined in Chapter 26 of the Constitution of the Republic of South Africa and also endorsed by the Grootboom case (Government of South Africa and other vs Grootboom and others, 2001, Constitutional Court.

822 CRITERIA

Assistance provided under this Policy will only be of a temporary nature, and is not intended to provide a permanent solution and should not be considered as such.

8221 **"Emergencies"** An emergency exists when the Municipality, after application by the affected persons on the prescribed form, has confirmed that the persons affected qualify as a "Beneficiary".

Where such a beneficiary have become:

- a) Destitute and homeless as a result of a declared state of disaster, where assistance is required, including cases where initial remedial measures have been taken in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002) by government, to alleviate the immediate crisis situation;
- b) destitute and homeless as a result of a situation which is not declared as a disaster, but destitution is caused by extraordinary occurrences such as floods, strong winds, severe rainstorms and/or hail, snow, devastating fires, earthquakes and/or sinkholes or large disastrous industrial incidents;
- c) Or live in professionally declared dangerous conditions such as on land being prone to dangerous flooding, or land which is dolomitic, undermined at shallow depth, or prone to sinkholes.
- d) Or live in the way of engineering services or proposed services such for water, sewerage, power, roads or railways, or in reserves established for any such purposes;
- e) Or are legally evicted or threatened with imminent eviction in accordance with a final eviction order from a competent Court from land or from unsafe buildings, or are in unsafe situations where based on professional advice warrants proactive steps ought to be taken to forestall such consequences;
- f) Or whose homes are demolished, or who are in situations where proactive steps ought to be taken to forestall such consequences;
- g) Or are displaced or threatened with imminent displacements as a result of a state of civil conflict or unrest, or are in situations where pro-active steps ought to be taken to forestall such consequences;
- h) Or live in professionally declared conditions that pose immediate threats to life, health and safety and require emergency assistance;

8222 “**Evictees**” – person or persons evicted from private or public land that will become homeless due to a court granting a final eviction order.

8.3 CATEGORIES OF ASSISTANCE

The various categories of assistance provided under this Policy depend on the specific circumstances and are dictated by the specific situation, as the case may be.

The various categories are the following:

- (a) **Accommodation kept in reserve for possible disasters.** This entails the accommodation of persons in community halls or other buildings designated for this purpose as a temporary measure.
- (b) **Temporary accommodation that is readily available.** This entails the temporary accommodation of persons at any place as decided by Council from time to time. Persons assisted will be provided with a temporary residential unit of a dignified nature and have access to services, which may be communal.

- (c) **transitional accommodation** · this form of accommodation will be established under the relevant housing programme of national and provincial government by setting aside sites for formal housing in human settlement projects, as identified and earmarked by the Municipality from time to time, and applying for funding in this regard, depending on the need that may exist.

A TRA (Temporary Relocation Area) can also be established that can provide for alternative accommodation for persons affected in terms of this policy. Persons assisted will be provided with a structure that meets the requirements of the relevant chapter of the National Housing Code and have access to services, which may be communal.

Persons who are evicted and rendered homeless will be assisted under this section of the policy.

- (d) **shelters** · this entails the temporary accommodation of persons at one of the shelters operated or funded by the Municipality, if any; It is in the discretion of the Municipality to determine which categories of assistance apply to specific persons and which category of assistance to use in a specific situation, depending on, and with reference and having regarded to, the specific circumstances of particular persons.

The assistance is only of a temporary nature and should not be considered as a permanent measure. The Municipality can and reserves the right to, in its discretion, temporarily move persons to another suitable site. Any person assisted under this Policy will be required to enter into an agreement with the Municipality in order to regulate the terms and conditions of such person's accommodation, in particular the temporary nature thereof and any ancillary and / or related obligations.

- (e) **Financial assistance** – the only financial assistance that will be provided is the provision of a food parcel, blankets, donated clothing to an affected household.

Chapter 9 Regulating Informal Settlements

9.1 Preamble

Witzenberg Municipality is faced with the continuous proliferation of informal settlements. This situation restricts the municipality from exercising its mandate in rendering basic services to the affected communities.

It is believed that informal settlements, is driven by the following issues:

- a. A perception by rural migrants and people from poor small towns, that settling in informal settlements, illegal squatting in urban areas will usher them to a better life.
- b. Initial occupants of informal settlements, illegal squatters and evictees often rally the support of other potential occupants to strengthen their negotiation power with the land owner
- c. The perception that people in informal settlements, illegal squatters and evictees are helped first before those on a housing waiting list also fuels the spread of informal settlements
- d. The lack of timely planning to accommodate population growth
- e. Community ignorance on the intended use of vacant land or open areas earmarked for development within existing settlements.
- f. The lack of a coordinated approach among spheres of government to release land and/or funding for the planning and servicing of priority areas.
- g. The lack of policy and enforcement by authorities.
- h. Land owners that want to use their land for other profitable means, evict residents.

9.2 Addressing informal settlements

9.2.1 The Policy: Existing Informal Settlements

Council will only recognise informal settlements that existed in its municipal area before the adoption of this policy or where the court did not grant a court interdict for eviction of illegal occupants.

Council will only consider *in-situ* upgrading of an existing informal settlement if:

- a) It is recognised as an existing informal settlement.
- b) It is a priority identified in the Integrated Development Plan (IDP) of the Municipality.
- c) It conforms to the Housing Sector Plan and the Spatial Development Framework (SDF) of the Municipality.
- d) It will create habitable sustainable human settlements.
- e) It is in the interest of those staying in the area as well as the rest of the community.
- f) It conforms to the general principles outlined in the policy.

9.2.2 Council will give priority for relocation of residents from an informal settlement if:

- a) The settlement does not comply with any of the conditions set out in 4.1.2 above.
- b) The health and well-being of people staying in and around the area is adversely affected.
- c) The area proves to be too small to accommodate all residents in a sustainable manner.
- d) The area proves to be inhabitable.
- e) Basic services cannot be rendered in an affordable and efficient manner.

9.3 Administrative procedures: Existing Informal Settlements

9.3.1 Pro-active measures: Existing Informal Settlements

- a) The implementation of Council's Illegal squatting Policy shall act as a pro-active measure to curb the proliferation of informal settlements.
- b) The implementation of Greenfield developments shall also pro-actively address the need for residential sites, thus impacting on the proliferation of informal settlements.
- c) Where this policy has failed to pro-actively address the proliferation of informal settlements, a distinction shall be made between areas that are suitable for human occupation and those that might adversely affect the health and well-being of the community or adjacent communities.
- d) Those areas suitable for human occupation shall be treated as *in-situ* upgrading projects while those not suitable shall be treated as relocation projects.
- e) A further distinction shall be made between the availability of council property for relocation and cases where suitable land will have to be acquired by council for the purpose of relocation

9.3.2 Administrative Procedures: *In-situ* upgrading project

- a) If Council decide to upgrade an existing informal settlement, the Housing Department, shall compile a Site Register of all occupants of the informal settlement.
- b) A cut -off date must be decided by Council to include those residing in the informal settlement in the site register.
- c) The site register shall make a distinction between occupants who qualify for housing subsidies and those who do not qualify, South African citizens and those who are illegal immigrants including those who desire to be relocated elsewhere, etc.
- d) The Housing Department shall capture this information into the Housing Database.
- e) The Housing Department shall report all illegal immigrants to the Department of Home Affairs.
- f) The Housing Department shall consult with the Planning Department to investigate the suitability of the land.
- g) The Administration Department (Property Management) shall verify land ownership and identify alternative land for relocation if necessary.
- h) The Director Technical Services shall assess the possibility of servicing the land.
- i) Environmental assessment shall be made to determine the potential impact of the proposed development.
- j) The Manager: Human Settlements shall table a combined report to Council outlining the feasibility of upgrading the informal settlement versus the relocation of the affected community and shall incorporate the various recommendations made from the various departments involved (outcomes of (d) to (g) above).

- k) Council shall approve the project and instruct the completion of the Business Plan for submission to Provincial Housing Department for approval.
- l) Once the process of formalization has been completed, the Housing Department shall allocate sites to potential beneficiaries in terms of the housing allocation policy.
- m) The construction of houses shall then begin.

9.3.3 Administrative Procedures: Relocation to Council Property

- a) The same process will be followed as with the *in-situ* upgrading project [Points (a) to (g)].
- b) However, if the Planning Department has identified that the area occupied by an existing informal settlement is not suitable for human settlement [point (f)] and land is available for relocation [point (g)], the Manager: Human Settlements shall submit a report to council recommending relocation.
- c) Council shall take a decision on the process of relocation and the way sites will be allocated in terms of the housing allocation policy
- d) The Executive Mayor shall be involved in the in negotiating with the affected community around the relocation.
- e) Before a community can be relocated, the Planning Department shall prepare a preliminary layout plan for adoption and approval by Council.
- f) Once the preliminary layout plan has been adopted, the Planning Department shall ensure that the sites are pegged and clearly identified for occupation.
- g) The affected community shall be relocated onto the identified sites per guidelines set by the Council.
- h) Once the community has been relocated according to the guidelines given by council, the Department Civil Engineering Services shall supply basic infrastructure to this community.
- i) The Planning Department shall lodge an application for township establishment with the relevant authorities to formalize the area.
- j) The Housing Department shall lodge a housing subsidy application for those beneficiaries who qualify.

9.3.4 Administrative Procedures: Demolishing of informal structure once formal housing is provided

There is a tendency that residents during *in-situ* upgrading projects or when formal provided, let or sold their informal structure to third parties, thereby creating additional problems and defeating Councils' objectives to eradicate informal settlements.

The following procedure will be applicable:

- a) The person staying in an informal structure who receives a formal house will sign an agreement that he/she will not sell or let his informal structure or plot to a third party and that the structure will be demolished by the owner.
- b) The Manager: Human Settlements will ensure that compliance regarding this policy takes place and that the procedures are followed with regards to the demolishing of the informal structure.

- c) The applicable connection fee for services must be paid in full before the person can move to the new formal house.
- d) The person will only be allowed to move into the allocated formal house once the informal structure is demolished and if an official of the Housing Department certifies to the fact.
- e) No person will be allowed to move into a formal house if the informal structure is not demolished and the material be removed.

Chapter Illegal Occupation of land and 10 Evictions

10.1 PREAMBLE

Witzenberg Municipality is faced with the continuous proliferation illegal squatting and evictions (legal and illegal). These situation restrict the municipality from exercising its mandate in rendering basic services to the affected communities

10.2 Obligations of the Municipality in cases of evictions:

- 10.2.1** We must adopt a reasonable housing policy, which provides not only for permanent housing solutions, but also provides for the provision of adequate accommodation for persons who face homelessness due to aneviction.
- 10.2.2** We are required to meaningfully engage with the parties to eviction proceedings.
- 10.2.3** We may be joined to eviction proceedings in instances where the occupiers that face eviction could be rendered homeless due to an eviction.
- 10.2.4** We are required to place sufficient information before a court for it to be able to make a just and equitable decision having regard to all the relevant circumstances.
- 10.2.5** We are specifically obliged to provide information about its housing policy and how it would provide alternative accommodation to those who require it upon eviction.
- 10.2.6** We are constitutionally obliged to provide access to adequate alternative accommodation to occupiers who are evicted from their home and would otherwise be rendered homeless due to such eviction.
- 10.2.7** In light of the *Blue Moonlight* judgment, it is also clear that we are obliged to budget for all categories of persons in desperate or emergency need of housing and, if necessary, we must leverage provincial and/or national funding to do so.

10.3 **Addressing illegal occupation of land and evictions** (private and public)

10.3.1 The Policy: Illegal occupation of land

- 10.3.1.1 Council shall not tolerate the illegal occupation of land within its area of jurisdiction.
- 10.3.1.2 All measures available to Council shall be exhausted to prohibit the illegal occupation of land.
- 10.3.1.3 Council shall apply to court for the eviction of illegal occupants when due processes has been followed.
- 10.3.1.4 Once a case of illegal occupation of land has been reported the administrative procedures outlined in the policy shall be adhered to.

10.3.1.5 Council shall only recognize illegally occupied land as an existing informal settlement if:

- (a) The land has been illegally occupied before the adoption date of this policy and an eviction order was not granted by the court
- (b) It is a priority identified in the Integrated Development Plan (IDP) of the Municipality
- (c) It conforms to the Housing Sector Plan (HSP) and the Spatial Development Framework (SDF) of the Municipality
- (d) It will create a habitable sustainable human settlement
- (e) It is in the interest of those staying in the area as well as the rest of the community to be upgraded
- (f) It conforms to the general principles outlined in the policy.

10.3.2 Administrative Procedures: Illegal Occupation of land

10.3.2.1 Pro-Active measures: Illegal occupation of land

- (a) Council shall take all possible measures to prohibit the illegal occupation of land. The following pro-active measures shall therefore be put in place:

(i)	To erect signboards on all open and undeveloped pieces of land stating the purpose of the land and that land invasion or dumping on the site is illegal.
(ii)	To regularly patrol all council property and report invasions immediately.
(iii)	To budget for the planning, pegging and servicing of new residential areas.
(iv)	To timeously identify land needed for future development and budget to acquire the land.

10.3.2.2 Administrative procedures: Illegal occupation of land

- a) Any land invasion to be reported to the Manager: Human Settlements.
- b) Once a case has been reported, the Manager: Human Settlements shall investigate and verify the land ownership.
- c) A detailed report with the details of all the invaders must be compiled and photos must be taken of the area which was invaded.
- d) If it is Council property, notice must be given to the illegal occupants to vacate the area. A process of interview, giving notice, meaningful engagement, relocation or eviction will take place.
- e) If the illegal occupation takes place on private land, the land owner will be informed to take the necessary legislative processes
- f) The process shall then unfold in terms of the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, Act No 19 of 1998.

Chapter 11 PREVENTION OF ANTI-SOCIAL BEHAVIOUR BY TENANTS OF MUNICIPAL RENTAL HOUSING STOCK

11.1 PREAMBLE

Witzenberg Municipality recognizes that it has a duty in terms of, among others, section 26(2) of the Constitution of the Republic of South Africa Act, 1996, (Act 108 of 1996) to take reasonable legislative and other measures, within its available resources, to achieve the progressive realization of the right to have access to adequate housing. The Municipality further recognizes its duty to assist persons who are destitute and in desperate need of housing.

However Council also recognizes that it has a duty to promote a safe and healthy environment for all who lives within its geographical area of operation. In fulfilment of these duties the Municipality has developed strategies to address needs of the community, but this is subject to the balance being maintained between both duties, referred to above, which is included within the Constitution.

This Policy is implemented in furtherance and fulfilment of the Municipality's duties in terms of the Constitution and other relevant legislation as well as related statutory instruments and case law.

11.2 PURPOSE

The purpose of this implementation guidelines will enable the municipality to prevent and deal with the occurrences of the anti-social behavioral patterns within municipal rental housing stock.

11.3 RELEVANT LEGISLATION

- Constitution for the Republic of South Africa Act, 1996 (Act 108 of 1996).
- Criminal Procedure Act, 1997 (Act 51 of 1977).

11.4 GLOSSARY OF ANTI-SOCIAL BEHAVIOUR

There is no precise definition of anti-social behaviour in housing. Broadly, it is acting in a way that causes or is likely to cause harassment, alarm or distress and even criminal activities, which affects neighbouring tenants.

In order for it to be deemed anti-social behaviour, such behaviour must be persistent in nature.

Anti-social behaviour must be seen to include, but not limited to:

- (a) Sub-letting of the rental units;
- (b) Causing noise pollution;
- (c) Engaging, on the premises or in the rental unit, in the unlawful personal usage of dependency forming substances and / or drugs;
- (d) Engaging, on the premises or in the rental unit, in the unlawful sale of dependency forming substances and / or drugs to persons who are users of such substances and / or drugs;
- (e) Engaging, on the premises or in the rental unit, in the unlawful sale of alcoholic beverages to persons who are users of such alcoholic beverages;
- (f) Possession, usage and / or trafficking dependency forming substances;
- (g) intimidation of neighbours and others through threats or actual violence;
- (h) harassment, including racial harassment;
- (i) verbal abuse;
- (j) homophobic behaviour;
- (k) systematic bullying of children in public recreation grounds;
- (l) abusive behaviour aimed at causing distress or fear to certain people, for example, elderly or disabled people;
- (m) dumping of rubbish and other items;
- (n) animal nuisance, including dog fouling;
- (o) vandalism, property damage and graffiti; and
- (p) criminal activities as described in the South African Criminal Procedures Act.

11.5 IMPLEMENTATION GUIDELINES

11.5.1 When a report / complaint is received that a tenant, a member of his / her household, a relative, a friend or an associate commits or committed any of the transgressions described under clause 3 above, on the premises or in the rental unit, the recipient of the report must make every effort to ascertain the exact address where the transgression is occurring or has occurred.

11.5.2 Upon establishing the identity of the tenant and that the transgression has indeed occurred at the address of the tenant, a letter is then sent inviting the tenant to call the department of housing of Witzenberg Municipality. The interview with the tenant is followed up with a letter confirming the interview and the contents thereof:

- (a) During the course of the interview, the tenant is advised of the nature of the complaint/ transgression, and the implications, if the report / complaint is found to be true;
- (b) The source of the report / complaint shall neither be included or divulged to the tenant nor recorded in the tenant's file;
- (c) Upon receipt of a second and third report / complaint from the previous or different reporter(s) the tenant shall be served with a letter, warning him / her of the alleged abuse of the premises or rental unit and the degree of criminality attached to the transgression;
- (d) A letter shall be simultaneously forwarded, by the Manager : Housing to the South African Police Services requesting:
 - i) an investigation of the alleged transgression(s) and
 - ii) a raid at the address concerned if *prima facie* evidence exists
 - iii) an enquiry should be made to SAPS, as to whether they have any convictions against anyone residing at this address.
- (e) In the event of the SAPS' response that no record of convictions exist and reports / complaints are still being received by the Housing Department, a strongly worded letter must be forwarded to the tenant appealing to the tenant to desist immediately from continued illegal practices on the premises or in the rental unit;
- (f) If more than six months have elapsed since the last report / complaint against the tenant , another letter should be sent to the tenant as a reminder of the reports / complaints against him / her;

- (g) In the event, however, that the SAPS confirms convictions against anyone residing at that address, a detailed report must be forwarded immediately to the Manager : Housing, setting out the activities of the tenant or anybody else residing at that address as well as any convictions against the tenant or any co-habitant. A recommendation for the eviction of the tenant must accompany the report to the Director : Community Services;
- (h) If the Director approves the recommendation for an eviction, the tenant must be served with a one month's notice to vacate the rental unit, commencing on the first day of the month. The tenant should be allowed to make representation, why he/she should not be evicted. The notice shall be sent by registered post and shall include an advice that the tenant shall not be considered for re-housing in public rental stock;
- (i) If the tenant fails to respond or vacate the unit by the expiry date of the notices, the matter shall be referred to the municipality's attorneys for an application for an eviction order at court and, if successful, the Sheriff of the Court must attend to said eviction. The tenant shall be liable for all costs incurred to effect the eviction;
- (j) Tenants who were evicted as a result of anti-social behaviour or associated misconduct shall not be considered for re-housing in public rental stock.
- (k) A copy of this chapter of the Housing Administration Policy will be attached to a rental agreement for signature and discussion with the tenant

Policy owner	Director Community Services
Policy adopted by Council	
Policy implementation date	
Policy responsibility for implementation	Manager: Housing

AAN / TO: MUNICIPAL MANAGER
VAN / FROM: ACTING MANAGER: SOCIO-ECONOMIC DEVELOPMENT
DATUM / DATE: 16 JULY 2020
VERW. / REF.: 17/16/1



REPORT TO COUNCIL ON FOOD HAMPER DISTRIBUTION

1. Background

Witzenberg Municipality, in association with Ceres Business Initiative, collaborated regarding food relief efforts for vulnerable households in the community, which were severely impacted by the National Lockdown from 26 March 2020 onwards. A total of R725,000 was allocated towards the food relief effort, with the Municipality allocating R200,000 and the balance of R525,000 funded by CBI, commercial farms and private sector donations (SA Rugby Legends Association also donated R250,000 towards food hampers at Witzenberg). The distribution of food hampers occurred between April & June 2020.

2. Process followed

a) Assessments & Verification

- The point of departure for identification of the most vulnerable households was to start with the current active Indigent list, as it is an indication of the most vulnerable in Witzenberg
- The Indigent addresses were extracted in order for fieldwork to be conducted where houses were visited to assess the current living conditions and situation which included: how many people currently work, how many household members there are and whether grants are received
- Field work were conducted by the Municipal Social workers, Indigent staff, Fire services, Law Enforcement officers & Community Development workers, where household verifications were done at municipal areas to aim to determine who is in desperate need for food hampers
- Department Social Development and NGO's (Badisa Wolseley, Badisa Op die Berg, Badisa Tulbagh, Vrolike Vinkies Feeding Scheme (Nduli) & also Pambili Bafazi (Nduli) assisted in providing information of vulnerable people who was in desperate need of food relief in areas where the risk increased for COVID 19 spread of the virus, as well as community unrest.

b) Compilation and packing of food hampers

- The Socio-Economic Development Section assisted in the screening and hall logistical requirements for Ceres Town Hall during the packing of fruit, vegetables & food hampers
- Food hampers (which included vegetable/fruit bags, grocery bags and juice) were packed and compiled by members of the Ceres Business Initiative, church volunteers and other members of the public.

c) Distribution of hampers

- Law Enforcement, as well as the NGO's (that provided vulnerable household information) assisted in distributing the food/vegetable hampers at household homes
- A total of 2365 households received food hampers that generally comprised of 1 grocery bag and 2 vegetable fruit bags

- Below is a breakdown of the food hampers distributed per Ward:

WARDS	1	2	3	4	5	6	7	8	9	10	11	12	GRAND TOTAL
Number of households that received food hampers	276	164	126	102	170	246	463	0	139	174	427	78	<u>2365</u>


Submitted by:

R Fick

Acting Manager: Socio-Economic Development

 16/7/2020

David Nasson
Municipal Manager



LEASE OF PORTION OF ERF 1 IN WOLSELEY, OLD MALIKHANYE CRECHE
7 JULY 2020

Purpose:

To request Council's approval for leasing of the building in Pine Valley Wolseley (portion of erf1), also known as the old Malikhanye crèche.

Background:

The building was previously occupied by Malikhanye, an ECD program of Badisa Wolseley. Badisa Wolseley entered into a lease agreement with the Municipality on 1 March 2014. The lease agreement was renewed during 2017 and the current contract expired February 2020. Badisa received funding from the Lotto for erecting a new building for the crèche on portion of erf 1. The new building was officially opened during January 2020.

Current status

The building is currently unoccupied since January 2020 and have been vandalized by community members. Most damage was done to the extra class rooms that were erected on the premise. We had to appoint EPWP staff to safeguard the property.

The building urgently needs to be rented out, to prevent it from being vandalized further and to minimize council's expenses on security services and/or repair to the building.

Recommendation:

- a) That the Committee for Community Development provide inputs regarding the above mentioned
- b) That Council gives approval for leasing of the building in Pine Valley Wolseley (portion of plot 1) for a period of 3 years.
- c) The property that is to be leased is not required for provision of minimum level of basic services (MFMA Section 14.2 a).
- d) The fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b). Council to consider exemption of rental charges, on condition that we lease the building as it is, and that the lessee do all repair work to the building.
- e) Supply Chain process to be followed.

Submitted by: Socio-Economic Development section



RETIREMENT POLICY

The purpose of this policy is to establish the normal age of retirement and the principles for a fair and consistent assessment of applications for extension beyond retirement.

*Human Resources
Policies*

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1. INTRODUCTION

Section 187(2)(b) of the Labour Relations Act 66 of 1995 provides that: 'a dismissal based on age is fair if the employee has reached normal or agreed retirement age for persons employed in that capacity. An organization may therefore determine a normal or agreed retirement age.

The Municipality has adopted the normal retirement age of 65 years for its entire permanent staff (Males and Females) but recognizes the need to retain certain exceptional, highly skilled and productive staff, particularly those in scarce skill disciplines, beyond the age of 65 years. It accordingly permits extensions beyond retirement subject to the rules of the relevant retirement funds.

2. PURPOSE

The purpose of this policy is to clarify the different circumstances under which a permanent staff member may retire and the benefits associated with retirement and to identify the circumstances under which an individual may be appointed after reaching the retirement age of 65 years.

3. LEGAL FRAMEWORK

This policy is underpinned by the following pieces of legislation:

- The South African Constitution Act 108 of 1996
- The Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act, Act 75 of 1997

4. APPLICABILITY

The policy applies to all new permanent staff employed by the Witzenberg Municipality as from date of approval of this Policy by Council. The policy excludes contract staff members as these are catered for in terms of the contract agreement signed with the employer. The policy further excludes the section 57 and 56 positions and Councillors of the Municipality.

5. PRINCIPLES

Staffs who are retiring shall be given at least one year's notice, of the decision to Grant extension beyond retirement or not, in order to facilitate planning.

There shall be fairness, consistency and transparency in the criteria as set out in paragraph 6.3 and procedures for granting extensions beyond retirement.

All Directors shall provide detailed reasons for recommendations.

Applicants for extension beyond retirement shall be treated with sensitivity but no extension beyond retirement shall be granted purely on compassionate grounds.

All applications for extension beyond retirement shall be considered by the Municipal Manager, which shall make the final decision.

There shall be no appeals with respect to the decision of the Municipal Manager.

6. POLICY PROVISIONS

6.1 Normal Retirement

The Witzenberg Municipality values the contributions made by all staff regardless of neither age or gender. It nevertheless recognises that some level of staff turnover is essential in order to introduce new skills and approaches or to re-focus activities that impact on the success of the Municipality. Staff turnover is also imperative if the Municipality is to achieve its transformation goals.

The normal age of retirement for all permanent staff (male and female) shall accordingly be 65 years of age and shall take effect at the end of the month in which the staff member reaches the age of 65 years.

All contracts of employment of permanent staff, who are members of the Council's retirement funds, automatically terminate at the end of the month in which the staff member reaches the age of sixty-five years.

6.2 Early Retirement

Subject to the rules of the relevant retirement funds of the Witzenberg Municipality, staff at the age of fifty-five years (55 years) and older may apply to retire before their normal retirement age. If a staff member decides to do so, adequate notice must be given to the accountable Director and Municipal Manager.

6.3 Extensions beyond Normal Retirement Age

The Witzenberg Municipality recognises the need to retain certain exceptional, highly skilled and productive staff beyond the normal age of retirement. Accordingly, the Municipality may, grant an extension beyond normal retirement to a staff member who has reached normal retirement age, for a period of up to one (1) year, in the first instance, with the possibility of a further extension for up to two years.

Notwithstanding the period of extension granted, a staff member on extension beyond normal retirement age must meet or exceed the expectations for their post in the annual performance assessment process. Should their performance fall below expectation in any year of assessment, their fixed contract may be terminated. Extensions beyond retirement shall not be automatic and shall depend on:

Assessment of options for filling the post

Prior to assessing a potential retiree for an extension beyond retirement, the relevant senior managers shall consider:

The strategic, operational and or academic priorities of the relevant Directorate to determine if resources should be allocated to the post;

The need to use the post to enhance transformation, in terms of achieving employment equity goals of the Directorate;

The likelihood of filling the post taking into account any specialized skills required for the post as well as likely availability of a replacement given prevailing market trends.

If after assessing options for the post, it is confirmed that an extension beyond retirement is possible, the staff member shall have to be assessed in terms of the following criteria.

Minimum Requirements:

A sustained high level of performance by the staff member. This assessment shall be based largely on the annual performance reviews of the staff member once the Performance Management system has been implemented. In addition to the minimum criteria the incumbent must meet at least three of the following requirements.

Possession of specialized or scarce skills and qualifications that is difficult to Replace through normal recruitment due to prevailing market factors.

Key level of involvement in a major project where continuity is imperative for success.

High ongoing productivity.

Proven record in terms of income generation.

Evidence of continuing professional development and adaptability to new

Trends and developments in his/her field.

6.4 Terms of Appointment

Remuneration

Where there is no change in the workload and level of responsibility, the staff member shall retain his/her salary as at normal retirement date and shall remain on pensionable service subject to rules of the relevant retirement fund.

Staff members who have previously retired from a retirement fund and have been re-appointed may not be reinstated onto The Council's retirement fund.

Dependent on the specific needs of the Section, it may be decided that the staff member be extended on a reduced workload basis. In such cases the salary shall be determined on a fractional basis, taking into account the recommendations of the Municipal Manager.

7. RESPONSIBILITY FRAMEWORK

Development and Review

The Corporate Services Department will be responsible for the development and review of this policy every 3 years except where circumstances dictate otherwise in terms of earlier review. Any changes to the policy shall be made by the Full Council

8. IMPLEMENTATION OF THE POLICY

All permanent staff members who are part of this policy in terms of its applicability above, managers and Directors will have to uphold the principles of this policy in terms of oversight and administration thereof.

Line Managers are responsible for managing their staff be on the alert for staff members who are reaching retirement age within the institution.

9. MONITORING

All Managers are responsible for monitoring this policy in their respective departments.

10. ENFORCEMENT

All Heads of Departments and Line Managers and supervisors must ensure that these provisions are strictly complied with and it is also the duty of the employees themselves to see to it that the policy is adhered to and that any irregularity in terms of the procedure of this policy is brought to the attention of the Management.

11. COMMENCEMENT

This policy will come into effect when adopted by Council.

Council Approval: **Date:**

LEAVE POLICY

This policy serves to guide Management and Employees the application of different leave types as required by Witzenberg Municipality

Human Resources
Policies

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1. PREAMBLE

Witzenberg Municipality's employees will be granted leave in accordance with the Conditions of Service of the Municipality.

1.1 The Conditions of Service are based on and consistent with:

- 1.1.1 The Labour Relations Act (66 of 1995)
- 1.1.2 The Basic Conditions of Employment Act (75 of 1997)
- 1.1.3 Employment Equity Act (55 of 1998)
- 1.1.4 Compensation for Occupational Injuries and Diseases Act (130 of 1993)
- 1.1.5 Collective Agreement of the Western Cape – Conditions of Services

1.2. Leave of Absence is classified as follows:

- 1.2.1 Annual Leave
- 1.2.2 Sick Leave with Full or without pay
- 1.2.3 Family Responsibility Leave
- 1.2.4 Maternity Leave
- 1.2.5 Absence from work due to injury
- 1.2.6 Special Leave
- 1.2.7 Time off for Union Activities
- 1.2.8 Unusual Circumstances
- 1.2.9 Unauthorised Absence
- 1.2.10 Unpaid Leave

Witzenberg Municipality's Leave policy is in accordance with the Basic Conditions of Employment Act, Collective Agreement on Conditions of Services in the Western Cape and in some cases additional benefits have been added.

2. PURPOSE

The purpose of this policy is to regulate leave of absences and to provide guidelines for Witzenberg Municipality's management and Staff.

3. OWNERSHIP

The Human Resources Section is the custodian of this policy.

4. SCOPE OF PRACTICE

This policy applies when municipal employees seeks permission to be granted leave.

5. TYPE OF POLICY

This policy is of an operational nature.

6. DEFINITIONS

- 6.1 Accrued Leave :
Refers to leave days provided at an incremental rate of 2 days per month up to 24 days per annum
- 6.2 Accumulated Leave :
Refers to any untaken leave days which are carried forward
- 6.3 Calendar Month :

A period from the first to the last day of any of the twelve calendar months of the year, both dates included.

- 6.4 Employee :
An employee who is in the employment of Witzenberg Municipality on a permanent/Temporary Basis
- 6.5 Pay :
Refers to the applicable salary scale
- 6.6 Compulsory Leave :
Leave that need to be taken before or on 30 June annually, otherwise it will be forfeited automatically after the 30 June.
- 6.7 Ex Gratia Sick Leave :
Is additional sick leave granted to an employee in deserving circumstances at the discretion of the Municipal Manager
- 6.8 Religious Leave :
It is leave taken for the purpose of spiritual beliefs or observances

7. APPLICATION FOR LEAVE

- 7.1 An employee should, under normal circumstances, apply for annual leave at least 5 working days before the proposed date of leave.
- 7.2 This application for leave should be submitted on the SAMRAS PLUS ELECTRONIC LEAVE system if not activated yet on the municipality's official leave form.
- 7.3 If Special Leave is required, the specific type of leave must be indicated on the SAMRAS PLUS ELECTRONIC LEAVE system, if not activated on the municipality's official leave form.
- 7.4 An employee who has applied for annual leave may not be absent from office before receiving approval from the relevant Director

8. GRANTING OF LEAVE

- 8.1 Leave will be granted with due regard to the needs of the operational requirements in the directorate
- 8.2 An application for leave must be made on the SAMRAS PLUS ELECTRONIC system, if not yet activated on the municipality's official leave form.
- 8.3 The relevant Line Function Director approves leave before an employee may go on leave.
- 8.4 Subject to Consultation with the employee, leave already granted may at any time be changed or withdrawn, and the employee may be required to take the whole or a portion of the annual leave due to him or her at an alternative date as agreed.

9. ANNUAL LEAVE

9.1 NUMBER OF LEAVE DAYS

The Annual leave accrues on a Pro Rata basis at 2 days per month adding up to 24 days per year.

- 9.1.1 Annual Leave may not be taken in the first 17 days from the date of commencement of employment
- 9.1.2 After the 17 working days of employment, an employee will be entitled to 1 day on full remuneration
- 9.1.3 Compulsory leave may be granted to employees as per annual Council Resolutions for Business Closure Times over December Festive Season

Times. Annual Leave Forms need to be submitted by all Staff and these days falls within the 24 Annual Leave Days Staff members receives annually.

- 9.1.4 Employees must take a minimum of 16 consecutive working days per year cycle.
- 9.1.5 Any untaken accrued leave must be taken no later than six (6) months after the end of the annual leave cycle. Employees must manage their own leave wrt the 16 consecutive leave days.
- 9.1.6 An Employee should, under normal circumstances, apply for leave at least 5 working days before the proposed date of annual leave.
- 9.1.7 Annual Leave for shift workers should be planned and scheduled as far as possible, preferably at the beginning of a leave cycle (January of each year in conjunction with the shift roster)

9.2 ACCUMULATION OF LEAVE

- 9.2.1 No remuneration in Lieu of any accumulated leave will be paid whilst employed by Witzenberg Municipality.
- 9.2.2 Employees will be required to use the accumulated leave prior to leaving the employment of Witzenberg Municipality.
- 9.2.3 For Resignations, employees are required to serve their notice period of at least one (1) calendar month at work to ensure a smooth handover of their duties. This means that employees cannot use their accumulated leave in Lieu of the one (1) calendar month notice period that they must serve at work.
- 9.2.4 If an Employee gives notice over a period of leave or does not serve the one (1) calendar month notice period, contrary to policy, the employee will forfeit their salary for last month of service.

9.3 PAYMENT OF ANNUAL LEAVE ON TERMINATION OF EMPLOYMENT

- 9.3.1 Witzenberg Municipality will not pay out any leave except on termination of employment, which will be payable the month following month of termination.
- 9.3.2 In the case of Termination of Employment, a payment up to a maximum of 48 working days leave accrued will be paid to employees.
- 9.3.3 Annual Leave may not be taken in the employee's notice month.

9.4 LEAVE FOR LONG SERVICE RECOGNITION

In addition to normal annual leave, an employee shall qualify for the following additional leave as recognition for continuous long service at Witzenberg Municipality or legal predecessor which shall be credited once on the date on which the various periods of continuous service are completed

- 9.4.1 An employee must take the long Service leave within one (1) year or may wholly or partially encashed leave
- 9.4.2 10 years : Qualify for 10 working days
- 15 years : Qualify for 15 working days
- 20 years : Qualify for 20 working days
- 25 years : Qualify for 25 working days
- 30 years : Qualify for 30 working days plus 14th cheque
- 35 years : Qualify for 35 working days plus 14th cheque

- 40 years : Qualify for 40 working days plus 14th cheque
- 45 years : Qualify for 45 working days plus 14th cheque

10. SICK LEAVE

10.1 ACCRUAL OF SICK LEAVE

- 10.1.1 Sick Leave is granted in terms of working days. Each employee will be entitled to 80 working days paid sick leave in a three (3) year cycle.
- 10.1.2 During the first six (6) months of employment, an employee will be entitled to one (1) day's paid leave for every twenty-six (26) days worked.

10.2 GRANTING OF SICK LEAVE

- 10.2.1 Paid sick Leave will be granted only in respect of absence from duty of an employee due to an illness.
- 10.2.2 An employee who is absent due to ill- health must report his/her absence within 2 hrs of scheduled working starting time. Reporting should be on or before 10h00 am to his/her immediate Superior.
- 10.2.3 Submission of Sick Leave forms or via SAMRAS PLUS ELECTRONIC system should be done on the day employee returned to work and be same approved by Seniors.

10.3 SUBMISSION OF MEDICAL CERTIFICATE

- 10.3.1 If an employee is absent from duty for a continuous period of more than two (2) consecutive working days owing to illness, he/she may be granted sick Leave, only if he/she furnishes a valid medical certificate signed by a medical practitioner, dentist ,psychologist ,Registered Traditional Healers or any other person who is certified to diagnose and treat patients, and who is registered with a Professional Council for Medical Practitioners / Traditional Healers established by an Act of Parliament.
- 10.3.2 Witzenberg Municipality may, in accordance with the Basic Conditions of Employment Act, require the submission of a medical certificate in respect of a shorter period (i.e. two (2) consecutive working days or less) of absence due to illness. This applies in the cases of absence on a Friday or a Monday or the day preceding or following a public holiday.
- 10.3.3 Witzenberg Municipality may require a medical certificate before paying an employee who has been absent on more than two (2) occasions during an eight (8) week period.
- 10.3.4 Witzenberg Municipality will not pay an employee for the days on which he/she was absent from work for more than two (2) consecutive working days if he/she does not produce a valid medical certificate that complies with the prescribed medical standard.
- 10.3.5 Subject to any enquiry, Witzenberg Municipality may refuse to grant sick leave with pay in respect of any absence from duty to which a medical certificate relates (i.e. if an employee only visited a dr and not booked off). In such cases it may be determined that the absence is unauthorised and without pay and may result in disciplinary action being taken against the employee.

10.4 ACCEPTANCE OF MEDICAL CERTIFICATES

10.4.1 For purposes of normal sick leave medical certificates issued and signed by the practitioner and persons who are certified to diagnose and treat patients and who are registered with the following professional councils established by an Act of Parliament shall be accepted:

- 10.4.1.1 The Health Professions Council of South Africa
- 10.4.1.2 The South African Nursing Council
- 10.4.1.3 South Africa Traditional Healer's Practitioners Act 2007

10.4.2 The registration details of service providers could be confirmed with the above –mentioned councils

10.4.3 A medical certificate must contain the following information:

- 10.4.3.1.1 The name, address and qualification of the Medical Practitioner/ Dental Practitioner/ Traditional Healer registered with the council issuing the certificate
- 10.4.3.1.2 The Medical Practitioners contact number and physical address of practice
- 10.4.3.1.3 A Proper practice and registration number
- 10.4.3.1.4 Date of the medical Examination
- 10.4.3.1.5 Name of Patient
- 10.4.3.1.6 Words to the effect "I HAVE EXAMINED" (Name of Employee) and find him/her "TO BE UNFIT FOR WORK" for a period of (Date from till Date to). The Medical Practitioner does not have to give a diagnosis because of Doctor/ Patient privilege.
- 10.4.3.1.7 Signature of the Medical Practitioner.
- 10.4.3.1.8 The Medical Certificate must be an original document and it must be legible (No fake Medical Certificates)
- 10.4.3.1.9 Date of issuing certificate by the Medical Practitioner

10.5 NONE ACCEPTANCE OF MEDICAL CERTIFICATES

10.5.1 Medical Certificates with the following wording will NOT be accepted as Sick Leave, words to the effect of the following:

- 10.5.1.1 "I was INFORMED by the patient "that he/ she suffers some illness
OR
- 10.5.1.2 As "REPORTED" to me the patient is suffering from backaches and is Unable to work.

10.6 TYPES OF INSTANCES THAT DOES NOT QUALIFY FOR SICK LEAVE

- 10.6.1 Appointments to see Medical Practitioners
- 10.6.2 Collecting Medicine from the pharmacy/ Hospital/Clinic
- 10.6.3 Visits to Specialist
- 10.6.4 Tests
- 10.6.5 Medical Consultations
- 10.6.6 Routine Check ups
- 10.6.7 Routine medical Examinations
- 10.6.8 Routine Dental visits
- 10.6.9 Routine Eye Tests
- 10.6.10 Routine Dieticians Visits

10.6.11 Routine Therapy Sessions

10.7 SICK LEAVE WITHOUT PAY

If an employee has used all the sick leave provided for (80 days in a three (3) year cycle), he/she will be booked on sick leave without pay for the duration of such leave.

An Employee may use his /her annual leave days if available, to cover such sick leave.

10.7.1 Sick Leave without pay will also be granted to an employee if:

10.7.1.1.1 He/she absents him / herself for more than two (2) consecutive working days and he/she fails to provide the required medical certificate or

10.7.1.1.2 The Employee has been absent on more than two (2) occasions during an eight (8) week period and, despite a request from Witzenberg Municipality's Human Resources Section, does not produce the required medical certificate.

10.7.1.1.3 When an employee abuses the system during the normal sick leave (eg. A pattern of regular sick leave on Mondays, Fridays, before and after a Public Holiday) and fails to produce a valid medical certificate. A formal Process will be followed known as Incapacity Procedure.

10.8 SICK LEAVE DURING A PERIOD OF ANNUAL LEAVE

If an employee becomes ill while on paid annual leave, that portion of his/her annual leave may be converted into sick leave on condition that:

10.8.1 He/she applies for such conversion in writing on the day of return from his/her annual leave.

10.8.2 A valid medical certificate is submitted

11. ADDITIONAL SICK LEAVE

11.1 Employees who have not taken more than 20 day's sick leave at the end of the three (3) year sick leave cycle shall receive an additional ten (10) working days paid sick leave to which they will be entitled in the ensuing cycle.

11.2 No Employees shall become entitled to more than 120 working days' sick leave on full pay in a sick leave cycle.

12 FAMILY RESPONSIBILITY LEAVE

12.1 An employee is entitled to five (5) paid working days per annum after been working for Witzenberg Municipality for longer than four (4) months.

12.2 No employee will qualify for this type of leave if period of employment is less than four (4) months.

12.3 An employee's unused entitlement to leave in terms of this section lapses at the end of the calendar year in which it falls.

12.4 Laps date will always be 31 December annually.

12.5 These days cannot be carried over to following calendar year that starts on the 1 January each year.

- 12.6.1 Employees may use these five (5) days for any of the following instances. It is noted that employees only receive five (5) working days for any instance and not per instance:
 - 12.6.1.1 If an employee's Child is born
 - 12.6.1.2 If the employee's child is sick
 - 12.6.1.3 If the employee's spouse or life partner is sick
- 12.6.2 In cases of death:
 - 12.6.2.1 If employee's spouse, Life Partner, Parent, Adoptive Parent, Parents in –Law, Grandparent, Child, Adopted Child, Grandchild or Sibling.

DOCUMENTARY PROOF MUST BE ACCOMPANIED BY ALL APPLICATIONS

13 MATERNITY LEAVE

- 13.1.1 An employee, including an employee adopting a child under three (3) months, shall be entitled to receive three (3) months paid maternity or adoption leave with no limit to the number of confinements or adoptions. This leave provision shall apply to an employee whose child is still –born.
- 13.1.2 Maternity leave may commence four (4) weeks before confinement. Or on a date from which a medical practitioner or a midwife certifies that it is necessary for the employee's health or that of her unborn child
- 13.1.3 To qualify for paid maternity leave, an employee must have one (1) year's continuous service with Witzenberg Municipality.
- 13.1.4 An Employee who has not completed one full year of continuous Employment with Witzenberg Municipality will be entitled to maternity leave without pay.
- 13.1.5 Witzenberg Municipality will provide such an employee with information and will assist with the submission of an application to the Unemployment Insurance Fund (UIF) which provides for payment of a portion of an employee's salary during maternity leave.
- 13.1.6 In cases where a baby is hospitalised, maternity leave may be interrupted for the period of such hospitalisation. Employee than have to take available annual leave if maternity leave has been exhorted. If no available leave, unpaid leave will be granted.
- 13.1.7 The application of maternity leave must be in writing, unless the employee is unable to do so, and must indicate the date on which the employee intends to commence maternity leave and return to work after maternity leave. This notification must be given at least four weeks before the employee intends to commence with maternity leave.
- 13.1.8 An employee may not work for six (6) weeks after the birth of her child, unless a medical practitioner or midwife certifies that she is fit to do so.

14. ABSENCE FROM DUTY DUE TO INJURY ON DUTY

- 14.1 Leave for Occupational accidents may be granted to an employee who is absent from duty due to:
 - 14.1.1 An Injury sustained in an accident arising out of and in the course of his/her duties, or
 - 14.1.2 A disease contracted in the course of and as a result of his/her duties
 - 14.1.3 Leave for Occupational accidents will be granted with full pay for the period he/she is incapacitated for duty.

- 14.1.4 Leave for Occupational accidents will not be granted if injury in an accident is attributable to the serious and wilful misconduct the employee after investigations results.
- 14.1.5 An employee who has been granted Leave for Occupational Accidents must submit a medical certificate that indicates the nature of the injury or illness and the period necessary for recuperation.
- 14.1.6 Leave for Occupational accidents will only be granted for a period recommended by a medical practitioner who will also be expected to recommend medical boarding if the Leave for Occupational Accidents granted becomes too extended and disrupts work of the organisation.
- 14.1.7 Witzenberg Municipality reserves the right to seek a second opinion.
- 14.1.8 Leave for Occupational accidents will not impact on the employee's sick leave and will not be taken into account in the calculation of sick leave or any other leave.
- 14.1.9 A Leave application for this type of leave still needs to be completed for the period of absence and it must clearly indicate that it is leave due to Occupational Accidents.

15. SPECIAL LEAVE

- 15.1. The following types of leave falls within the category of Special Leave:
 - 15.1.1 Study Leave
 - 15.1.2 Leave of absence for Obligatory courses/ study Requirement
 - 15.1.3 To attend court of law to give evidence on being summonsed as witness
 - 15.1.4 Sports Participation
 - 15.1.5 Quarantine and isolation under medical instruction
 - 15.1.6 Leave without Pay
 - 15.1.7 Application for Special Leave

15.1.1 STUDY LEAVE

- 15.1.1.1 Study Leave shall be granted in accordance with Council Policy.
- 15.1.1.2 Where no policy exist study leave shall be granted by the Municipal Manager or his assignee, which approval shall not be unreasonably withheld.
- 15.1.1.3 An employee is required to apply for approval of any Study Course in advance in writing to the Municipal Manager accompanied with the registration proof of study plus examination roster.
- 15.1.1.4 Study Leave shall be granted on the basis of one (1) day paid special leave for each day that an employee writes an examination plus an equivalent amount of days for Preparation for examinations. Eg When an employee writes 1 subject, the working day prior will be seen as 1 day preparation time.
- 15.1.1.5 When 2 Subjects / Modules are written on one day, Study Leave shall Be granted on the basis of one (1) day paid special leave for the day of Examination.
- 15.1.1.6 When 2 Subjects/ Modules are written on one (1) day, The preparation time will be 2 paid days.
- 15.1.1.7 When an Employee is required to write only one (1) examination on one (1) day in a calendar year, he/she shall be entitled to three (3) days special

Paid leave which shall include the day of examination.

15.1.2 LEAVE OF ABSENCE OF OBLIGATORY COURSE/STUDY REQUIREMENTS

15.1.2.1 The fields of study must be approved in advanced in accordance with Council policy and must be in accordance with requirement of the curriculum of the approved course.

15.1.2.2 Where no policy exists the fields of study), the study course must be recommended in writing by the relevant line Manager; Director and approved by Municipal Manager. Which shall not be unreasonably withheld.

15.1.2.3 An employee attending a training or study course subject to Council policy Shall be granted ten (10) days and thereafter one (1) day's paid special leave for every day's leave taken by the employee.

15.1.2.4 All employees are required to complete the "Recommendation for Approval Form" to attend any Courses.

15.1.2.5 Leave for Supplementary examination shall be granted to a maximum of two days per subject/module only when sufficient proof is provided.

15.1.2.6 Compulsory Training as per Workplace Skills plan, an employee shall be granted paid special leave for the full duration of the obligatory attendance requirements

15.1.3 TO ATTEND A COURT OF LAW TO GIVE EVIDENCE ON BEING SUMMONSED AS WITNESS

15.1.3.1 An employee is required to complete a leave form with proof of written Subpoena to immediate Superior within a reasonable time for approval if not within the normal 10days prior of due date of summonsed.

15.1.3.2 This leave only applies if an employee is summonsed to attend court as a witness and paid special leave will be granted.

15.1.3.3 Any employee who is arrested and appears in court as a result of charges laid by Witzenberg Municipality and who is later acquitted shall be granted paid special leave for the period of incarceration.

15.1.4 SPORTS PARTICIPATION

Any employee who is elected by a recognised sports association, which sport association must be recognized by the South African Sports Confederation and Olympic Committee (SASCOC) to:

15.1.4.1 Represent South Africa or the Province as participant in SASCOC recognized International or national Sport competitions inside as well as outside the Republic of South Africa, (with relevant Proof)

15.1.4.2 Accompany teams that will represent South Africa at SASCOC recognised International sports competitions inside as well as outside the Republic of South Africa as COACH or MANAGER (with relevant proof)

15.1.4.3 Officiate at SASCOC recognized international sporting event where the employee represents South Africa and a National South African sport team participate.

15.1.4.4 Shall be granted paid special leave for the duration of the event for these purposes not exceeding 20 working days.

15.1.4.5 Request for absence must be completed for Approval by Municipal Manager or his assignee.

15.1.5 QUARANTINE AND ISOLATION UNDER MEDICAL INSTRUCTION

15.1.5.1 Where a registered medical practitioner has placed an employee under quarantine / in isolation in terms of the Public Health Act, 1977 (Act No 63 of 1977) or any regulation in force thereunder, such an employee shall be granted paid special leave, provided that the medical certificate issued details of the period of absence and the reason therefore.

15.1.5.2 The Special Paid leave days may exceed 20 working days provided with updated medical proof of status of employee.

15.1.6 LEAVE WITHOUT PAY

Leave without pay as approved by the Municipal Manager or his assignee, which approval shall not be reasonably withheld, shall be subject to the Following conditions:

15.1.6.1 Only if an employee has no Annual or Sick leave totals available.

15.1.6.2 Only than Special leave without pay will be granted that will not exceed 20 working days

15.1.6.3 For the period of leave without pay, Witzenberg Municipality shall continue to make employer's contributions only to the employee's Group Life Insurance Scheme, Pension and Medical Aid Fund with the Understanding provided that the employee also makes his contributions to the said funds.

15.1.6.4 If the employee fails to make the above payments, the employer will stop with payments referred to in clause 15.1.6.3.

16. TIME OFF FOR UNION ACTIVITIES

16.1 ELECTION OF SHOPSTEWARDS

16.1.1 Once agreement has been reached on the delimitation and demarcation of constituencies, the trade union concerned shall be given access to Witzenberg Municipality's premises to conduct shop steward elections.

16.1.2 Such access shall allow the trade union three (3) hours during working time, Per constituency, to explain the role and duties of shop stewards, to receive nominations and to conduct elections.

16.1.3 The three (3) hours need to be continuous and shall be held after lunch Breaks / knock off times.

16.1.4 Applications for Holding meetings must be submitted 7 working days prior required date.

16.1.5 No meeting will be held on a Monday afternoon, Friday Afternoon, Prior and After Public Holidays.

16.2 MEETINGS AND FACILITIES

16.2.1 The Shopsteward shall be entitled to meet with members in their respective constituencies for a period of two (2) hours per month.

16.2.2 The Shopsteward Committee shall be entitled to hold four (4) general meetings with members per year.

16.2.3 Any such meetings shall be held during working hours for not more than

two (2) hours during working time on a date to be approved by the employer, which approval shall not be unreasonably withheld.

- 16.2.4 The meeting shall take place after lunch time / knock- off time.
- 16.2.5 The Shopsteward Committee may request additional meetings / time and such request shall not be unreasonably refused.
- 16.2.6 A Shopsteward Committee shall be entitled to meet for a period not exceeding two (2) hours per month during working time
- 16.2.7 Applications for Holding meetings must be submitted 7 working days prior required date.

16.3 TIME OFF FOR TRADE UNION ACTIVITIES AND TRAINING

- 16.3.1 Shopstewards shall be entitled to Fifteen (15) working days per year with Full pay during working hours for trade union activities and training
- 16.3.2 Six (6) days of each Shopstewards annual entitlement of time off shall be Pooled and re-allocated at the Trade Unions discretion to the Shopstewards At the employer concerned, provided that no single Shopsteward may take more than twenty –one (21) days off per Financial Book year and that the total days in the pool are not exceeded.
- 16.3.3 The necessary leave forms must be submitted and approved by Line Manager and Relevant Director prior to taking time off for union leave.

17. WORK STOPPAGES, TRANSPORT STRIKES, COMMUNITY PROTEST ACTION, EXTREME WEATHER CONDITIONS AND OTHER UNUSUAL CIRCUMSTANCES

- 17.1 Witzenberg Municipality acknowledge that all of above circumstances may arise from time to time.
- 17.2 Where an employee is absent from duty as a result of above circumstances due to reasons outside employee and employers control, the “No work no pay” principle will apply
- 17.3 Witzenberg Municipality may agree on one or the following options:
 - 17.3.1 That the employee takes the time/ day as a period of unpaid leave
 - 17.3.2 That an employee works back the time /day of absences or
 - 17.3.3 That the employee takes the time /day or days as annual Leave entitlements in order to receive full payment
- 17.4 Where employees refuse to complete Annual leave forms whilst receiving full salary. Deductions against the subsequent remuneration of such employee will be effected for period of absence.
- 17.5 All deductions will be a once off deduction
- 17.6 Where an employee is prevented to attend work and where evidence can be produced of prevention, special Leave will be allowed.
- 17.7 In cases of Health and Safety risks of Municipal Buildings that might course damage and harm to employees and cannot be opened due to Legislative compliances, Special paid leave will be issued to effected employees located at affected Buildings. This Special leave is in addition to the Collective Agreement that is in force.

18. **RELOCATION LEAVE**

An employee may have the need to supervise the packing /loading and offloading / unpacking of his/her personal effects on resettlement as a result of being newly appointed at the Witzenberg Municipality.

18.1 An employee may submit request for annual leave and the employer shall not unnecessary withheld approval of leave

18.2 A maximum of 2 annual leave approved days may be allowed.

19 **UNAUTHORISED ABSENCES**

Unauthorised absences from duty will, apart from any disciplinary action that may be taken against an employee, be regarded as absence without pay.

20. **ADMINISTRATIVE MEASURES FOR MANAGING AND CONTROL OF LEAVE**

20.1 Each Line Manager, Relevant Director is responsible and accountable to Constantly monitor and review the leave of employees and to ensure that trends are noted early; leave credits are adequate and negative balances are not allowed; Leave applications submitted timeously.

20.2 Each Director is responsible and accountable that only officials who are authorised in terms of the delegated powers approved for Leave as per Council Resolution.

20.3 The delegated authority must determine whether the leave application submitted is accurate and correct before they authorize the leave application

20.4 Human Resources Section reserves the right to Reject Incomplete Leave Forms and Departments will be issued with a Non Compliance Letter.

21. **REVISION OF POLICY**

This policy will be revised every third (3rd) year after approval by Council.

Recommended by Senior Managers Date.....

Recommended by Corporate and Finance Committee Date.....

Recommended by Local Labour Forum Date.....

Approved by Council Date.....

Review Policy Date.....