

<p>Kennis word hiermee gegee ingevolge 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 Woensdag, 24 Februarie 2021 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 Wednesday, 24 February 2021 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	Alderman BC Klaasen (Executive Mayor)	Councillor GG Laban
Councillor C Lottering	Councillor M Mdala	Councillor TP Mgoboza
Councillor ZS Mzauziwa-Mdishwa	Councillor MJ Ndaba	Councillor N Phatsoane
Alderlady JT Phungula	Alderman JW Schuurman	Councillor EM Sidego
Councillor RJ Simpson	Alderman HJ Smit	Councillor D Swart
Councillor HF Visagie	Alderman JJ Visagie	
Municipal Manager	Director: Finance	Deputy Director: Finance
Director: Technical Services	Director: Corporate Services	Head: Internal Audit
Manager: Projects and Performance	IDP Manager	Manager: Legal Services
Manager: Administration	Committee Clerk	Word Processor Operator

TER INLIGTING / FOR INFORMATION

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



ALDERMAN TT GODDEN
SPEAKER

17 February 2021

A G E N D A

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 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

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 minutes of the Council meeting, held on 27 January 2021, are attached as **annexure 4.1.**

RECOMMENDED

that the minutes of the Council meeting, held on 27 January 2021, be approved and signed by the Speaker.

4.2 Corrections to the minutes (3/1/2/3)

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	16/4/2	8.2.4 of 25-11-2020 One-way street: Phillip Street, Ceres	Technical Services	(a) Formal traffic impact study to be done. (b) EMC to form ad hoc committee to discuss outcomes of traffic impact study.		31 March 2021
4.3.2	7/1/3	8.3.1 of 17-12-2020 Ceres Bowling Club: Planned expansion of clubhouse	Community Services	that the matter be held in abeyance to obtain more information and after that be tabled again to the Executive Mayoral Committee.	Supply Chain process to appoint valuator is underway and should be completed by end of 2 nd week of March.	31 March 2021
4.3.3	16/2/1/1/1 & 5/4/R	8.1.10 of 27-01-2021 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam	Municipal Manager	that a legal opinion be obtained and the matter be referred to PRAC for a recommendation to Council.		31 March 2020

Agenda: Raadsvergadering 24 Februarie 2021
Agenda: Council meeting 24 February 2021

4.3.4	07/01/4/1 & 17/19/1	8.2.4 of 27-01-2021 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres	Community Services	that the matter be held in abeyance to obtain more information and after that be tabled to Council again.	Referred to Acting Manager: Socio- Economic Develop- ment.	31 March 2021
4.3.5	5/P	8.4.2 of 27-01-2021 Mayoral Bursary Policy: Witzenberg Municipality	Corporate Services	that the matter be held in abeyance for further deliberation.		

RECOMMENDED

That notice be taken of the outstanding matters.

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 minutes of the following meetings are attached:

- (a) Committee for Local Economic Development, held on 9 September 2020: **Annexure 7.1(a).**
- (b) Committee for Community Development, held on 10 September 2020: **Annexure 7.1(b).**
- (c) Committee for Technical Services, held on 18 November 2020: **Annexure 7.1(c).**
- (d) Committee for Corporate and Financial Services, held on 19 November 2020: **Annexure 7.1(d).**

RECOMMENDED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktooraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Reports of Directorate Finance: October, November and December 2020 (9/1/2/2)

The following items refer:

- (a) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 27 November 2020.
- (b) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 11 February 2021.
- (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 2020 | Annexure 8.1.1(a) |
| (b) | November 2020 | Annexure 8.1.1(b) |
| (c) | December 2020 | Annexure 8.1.1(c) |

The Performance, Risk and Audit Committee resolved on 27 November 2020 to recommend to Council that the Section 71 Monthly Budget Statement Report of the Directorate Finance for October 2020, after consideration, be approved.

The Committee for Corporate and Financial Services resolved on 11 February 2021:

- (a) that the Committee for Corporate and Financial Services takes notice of the arrangements in respect of credit control and revenue and supports same.
- (b) that the Committee for Corporate and Financial Services takes with gratitude notice of the payment of arrear monies by the government departments and supports further efforts by the Director: Finance.
- (c) that the Committee for Corporate and Financial Services takes notice of the challenging process to install new electricity meters in Nduli to stop electricity losses, starting on 15 March 2021.
- (d) that the Committee for Corporate and Financial Services recommends to the Executive Mayoral Committee and Council:

that notice be taken of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November and December 2020 and, after consideration, 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 and December 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 and December 2020 and, after consideration, same be approved and accepted.

8.1.2 Proposed revisions to 2020/2021 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of MFMA (5/1/5/13)

Please read along with item 8.4.3.

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

A memorandum from the Manager, Projects and Performance, dated 9 February 2021, is attached as **annexure 8.1.2**.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the proposed revisions to the 2020/2021 Service Delivery and Budget Implementation Plan as per Section 54(1)(C) of the Municipal Finance Management Act and, after consideration, same be approved and accepted.

8.1.3 Finance: Adjustment budget 2020/2021 (5/1/1/19)

Item 7.1.3 of the Executive Mayoral Committee meeting, still to be held, refers.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 17 February 2021: **Annexure 8.1.3(a)**.
- (b) Adjustment budget 2020/2021 to 2022/2023: **Annexure 8.1.3(b)**.

The following recommendation is tabled to the Executive Mayoral Committee:

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.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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.*

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options (16/3/P)

The following items refer:

- (a) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 14 December 2020.
- (b) Item 8.2.1 of the Council meeting, held on 17 December 2020.
- (c) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 25 January 2021.
- (d) Item 8.2.1 of the Council meeting, held on 27 January 2021.

A memorandum from the Senior Manager: Electro-Technical Services, dated 11 September 2019, is attached as **annexure 8.2.1(a)**.

Council unanimously resolved per item 8.2.3 of 25 November 2020:

- (a) that the matter in respect of the Small Scale Embedded Generation Policy be workshopped by Council and after that be tabled to Council again.
- (b) that the Executive Mayoral Committee forms an ad hoc committee to discuss the matter supra (a) and obtain more information in respect of the impact on the municipality.

The following memorandum, dated 10 December 2020, was received from the Senior Manager: Electro-Technical Services

"Purpose

The purpose of this document is to propose a solution for the complicated SSEG challenge that is faced by the Municipality due to the sustainability concern.

Discussion

The energy sector is ever changing and with each era facing its own unique challenges. The unidentified financial consequences to Council related to consumers installing Solar Panels (Renewable Energy) resulted in the need to understand, control and monitor the installation of renewable energy plants by consumers, onto the Municipal electrical network or grid. Council then approved a limited SSEG Policy to control the numerous applications.

The limit, based on kVA rather than kWh, was reached for Ceres, which is a concern for business owners who need to counter the ever increasing energy costs as well as the need to comply with 'green export' requirements.

Currently the municipality is being flooded with requests for SSEG installations, not to mention the unauthorized installations that are being installed.

It is also pertinent to mention that Ceres is being faced with capacity constraints from the side of Eskom. Consumers are now being prevented from installing SSEG and/or upgrading their connections, thereby preventing any growth.

Problem statement and limitations

The following are the main challenges faced by the municipality in order to install own PV plants and counter the ESKOM increases:

- Costly and timeous process for Municipality to install solar plants and sell the energy to customers;
- The installation of solar is a large capital expenditure, which council cannot easily afford;
 - Various suppliers install the plants and the plant is paid by the buying of the power over a set period of normally more than 5 to 7 years.
 - The Municipality is limited to 3 / 5 years, which makes this option not feasible.

D-SSEG Model proposed

The Electricity Department proposed a new SSEG model - dedicated SSEG model (D-SSEG). This system will counter act on the risks to the financial management of the municipality and/or increase the municipal surplus in order to keep the municipality sustainable.

Proposed D-SSEG Model

Attached as **annexure 8.2.1(b)** is a diagram, illustrating a proposal that takes the relevant limitations into consideration and delivers an acceptable solution to the problems faced by the municipality and its consumers.

The model consists of the following:

- Solar PV installation by the Customer – Private plant – normal SSEG
- Solar PV installation by the Customer – Special / Dedicated - Special SSEG

The Normal SSEG will function as normal and is currently limited by Council to ensure sustainability.

The special / dedicated SSEG (Say D-SSEG) is fed into the municipal grid before the customer's tariff meter. The power supplied from the D-SSEG is metered separately and the customer is paid a special SSEG tariff, which includes plant payment component, but is still less than Eskom rates. This will motivate consumers to install these type of plants for municipal benefit and not directly for themselves. The consumer will also have an advantage due to the flexibility that can be negotiated with the supplier for payment over a longer period, than what would be achieved by the Special SSEG tariff only.

Advantages of this model for the municipality:

- Financial expenditure by the consumer;
- Procurement and installation by the consumer;
- Buying power at less than Eskom rates;
- Maintenance and operation by customer;
- Municipality only pay for power delivered;
- Less power is bought from Eskom;
- No additional personnel required;
- Consumers, especially farmers, have the available property to install solar;
- Customer get saving on electricity;
- Customer can use this to comply with green energy requirements.

Challenges and additional requirements for this model to be feasible

- Special REFIT tariff;
- Council will have to commit to include this special REFIT tariff for the foreseeable future;
- The model shall be based on a Time-of-Use (TOU) tariff;
- The municipality cannot pay more for energy than from Eskom;
- The municipality shall have an agreement / consumer agreement to protect all parties involved
- We cannot approve SSEG exceeding the Municipal baseload;
- Additional meters will be required and will have to be read;
- There may be legal implications for buying from a customer and reselling to other consumers (IPP-type arrangement) – to be investigated if needed.

Financial implications

With the escalating costs of electricity, consumers are increasingly looking to lower their electricity costs by installing solar panels or other types of renewable energy. Municipalities are aware of this and are faced with the possibility, that in the long term, consumers may 'Grid Defect'. Grid defection is when a consumer goes off grid *totally* and no longer requires an electrical connection from Council, thereby depriving Council of all electricity income whatsoever.

Council has two possible avenues in preventing grid defection of consumers. Firstly by reducing the cost of electricity by installing its own large scale renewable energy plants and passing the savings onto the consumers, thereby making the installation of solar panels by consumers non-financially viable. This is not a quick solution, due to various limitations, such as legislation, funding etc.

The proposed model addresses all the concerns and no financial simulation is needed to prove that this will be beneficial to the Municipality, since the Municipality is only buying power at a rate less than that of Eskom. No grid defection or reduction in sales can occur.

Saving

However, should we need to quantify the saving that can be achieved by implementing this model, the following philosophy can be applied:

- Proposed tariff (to be finalised):
 - Eskom rates (low season) – REFIT: Eskom less say 10%;
 - Eskom rates (High season) – REFIT: Eskom Low season rates;
- Model shall be Time-of-Use (TOU)
- D-SSEG rate shall be less than Eskom rates
- D-SSEG shall include a component to contribute towards the cost of the PV plant installation in order to make this feasible to the consumers

SSEG LEVY Model proposed

The D-SSEG model was discussed with various business owners and based on the feedback this levy model is developed.

The basic principle is as follows:

- Each PV plant can generate a pre-determined theoretical maximum energy;
- This can be quantified, based on the details of the plant;
- This information can be used to determine the maximum influence on the municipality's financial surplus;
- This reduction in consumption is calculated in terms of a Rand value and then paid by the customer as a SSEG levy.

The advantages of this are as follows:

- No financial implications to the Municipality;
- No technical implications on the Municipality, since the installation will be according to the standards;
- No risk of any legislation problems;
- No tariff to be approved by NERSA
- No additional meters to be read by finance;
- No complicated changes to the billing system;
- No addition contracts with the customers;

This model address the issues faced by the D-SSEG model and simplifies the process.

For this model to be feasible, the following rules should be set in place:

- No REFIT tariff will be applicable in these cases and the Municipal grid will be used to bank energy
- All credit should be cleared at the end of the financial year;
- 4 Quadrant meters will need to be installed at each installation;
- Must stay a net consumer of electricity
- No limitation by council on the amount of solar installations required.
- Calculated levies will be paid monthly or 12 months in advance.
- This agreement regarding the SSEG-Levy model will lapse once any of the following occurs:
 - Formal cancellation by customer
 - Non-payment by customer
 - Decommissioning of plant

Conclusion

The municipality is faced with a challenge regarding the SSEG installations. We need an urgent solution that can be implemented without significant changes to our systems. The proposed SSEG-Levy model, addresses the concerns and puts the Municipality in a position to take a zero risk decision.

This, however, will not replace the standard SSEG policy of the Municipality that is currently limited to 15%. This needs to be addressed by urgently considering the proposed methodology (Kwh) change in line with National trend, and along with the following:

- Complete tariff study
- Cost of supply study
- And interim SSEG tariffs:
 - Fixed charge
 - REFIT tariff "

The Executive Mayoral Committee resolved on 14 December 2020 to recommend to Council that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options be workshopped by Council and after that be tabled to Council again.

Council unanimously resolved on 17 December 2020 that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options be workshopped by Council and after that be tabled to Council again.

The Executive Mayoral Committee resolved on 25 January 2021 to recommend to Council:

that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options be referred to the Council workshop for deliberation and after that be tabled to Council for a resolution.

Council unanimously resolved on 27 January 2021:

- (a) that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal for dedicated connection model options be held in abeyance awaiting more information.
- (b) that the matter supra (a) thereafter be referred to a Council workshop meeting and then tabled to Council.

RECOMMENDED

For consideration.

8.2.2 Consumers use of generators to prevent peaking in notified maximum demand periods during peak season (16/03/9)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Technical Services, held on 18 November 2020.
- (b) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 25 January 2021.
- (c) Item 8.2.3 of the Council meeting, held on 27 January 2021.

A memorandum from the Senior Manager: Electro-Technical Services, dated 8 September 2020, is attached as **annexure 8.2.2**.

The Committee for Technical Services resolved on 18 November 2020 to recommend to the Executive Mayoral Committee and Council:

- (a) that Ceres Cold Storage be informed that the municipality in principle agrees to their proposed concept of installing generators to prevent additional peaking loads during the peak seasons.
- (b) that should Ceres Cold Storage decide to pursue the above option, they at own cost, conduct and make available to Council a detailed study done by a reputable consultant proving that the concept will work.

- (c) that the municipality provides all information to Ceres Cold Storage relevant to the abovementioned study and that the results of the study be submitted to Council, if required, for final consideration.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Ceres Cold Storage be informed that the municipality in principle agrees to their proposed concept of installing generators to prevent additional peaking loads during the peak seasons.
- (b) that should Ceres Cold Storage decide to pursue the above option, they at own cost, conduct and make available to Council a detailed study done by a reputable consultant proving that the concept will work.
- (c) that the municipality provides all information to Ceres Cold Storage relevant to the abovementioned study and that the results of the study be submitted to Council, if required, for final consideration.

The Executive Mayoral Committee resolved on 25 January 2021 to recommend to Council:

that the matter in respect of consumers use of generators to prevent peaking in notified maximum demand periods during peak season be referred to the Council workshop for deliberation and after that be tabled to Council for a resolution.

The following recommendation was tabled to Council:

That the Executive Mayoral Committee recommends to Council:

- (a) that Ceres Cold Storage be informed that the municipality in principle agrees to their proposed concept of installing generators to prevent additional peaking loads during the peak seasons.
- (b) that should Ceres Cold Storage decide to pursue the above option, they at own cost, conduct and make available to Council a detailed study done by a reputable consultant proving that the concept will work.
- (c) that the municipality provides all information to Ceres Cold Storage relevant to the abovementioned study and that the results of the study be submitted to Council, if required, for final consideration.

Council unanimously resolved on 27 January 2021:

- (a) that the matter in respect of consumers use of generators to prevent peaking in notified maximum demand periods during peak season be held in abeyance to obtain more information.

- (b) that the matter supra (a) thereafter be referred to a Council workshop meeting and then be tabled to Council.

RECOMMENDED

For consideration.

8.2.3 Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services (15/04/P)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Technical Services, held on 10 February 2021.
- (b) Item 7.2.1 of the Executive Mayoral Committee meeting still to be held.

The following documents are attached:

- (a) Memorandum from the Director: Technical Services, dated 3 February 2021: **Annexure 8.2.3(a)**.
- (b) Policy document regarding the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021: **Annexure 8.2.3 (b)**.

The Committee for Technical Services resolved on 10 February 2021 to recommend to the Executive Mayoral Committee and Council:

that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be workshopped and thereafter approved by Council.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be workshopped and after that be approved by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be workshopped and after that be approved by Council.

8.2.4 Witzenberg Municipality: Roads and Storm Water Master Plans: June 2020 (16/4/P)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Technical Services, held on 9 September 2020.
- (b) Item 7.2.7 of the Executive Mayoral Committee meeting, held on 28 September 2020.
- (c) Item 8.2.9 of the Council meeting, held on 30 September 2020.
- (d) Item 7.2.3 of the Executive Mayoral Committee meeting, held on 23 November 2020.
- (e) Item 8.2.5 of the Council meeting, held on 25 November 2020.

The following documents are attached:

- (a) Memorandum from Manager: Streets and Storm Water, dated 18 August 2020: **Annexure 8.2.4(a)**.
- (b) Witzenberg Roads Master Plan: **Annexure 8.2.4(b)**.
- (c) Witzenberg Storm Water Master Plan: **Annexure 8.2.4(c)**.

The Committee for Technical Services resolved on 9 September 2020 to recommend to the Executive Mayoral Committee and Council that the Witzenberg Municipality Roads and Storm Water Master Plans, June 2020, be workshopped by Council and after that be tabled to Council for adoption.

The Executive Mayoral Committee resolved on 28 September 2020 to recommend to Council that the Witzenberg Municipality Roads and Storm Water Master Plans be workshopped by Council and after that be tabled to Council for adoption.

Council unanimously resolved on 30 September 2020 that a Council workshop be re-scheduled for the Road and Storm Water Master Plans and after that be tabled to Council for adoption.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipality Roads and Storm Water Master Plans be adopted.

The Executive Mayoral Committee resolved on 23 November 2020 to recommend to Council that the matter in respect of the Roads and Storm Water Master Plans: June 2020 be workshopped by Council and after that be submitted to Council.

Council unanimously resolved on 25 November 2020 that the matter in respect of the Roads and Storm Water Master Plans for Witzenberg Municipality be held in abeyance in order for all the amendments requested at the Council workshop to be made and after that same be submitted to Council.

RECOMMENDED

that the Witzenberg Municipality Roads and Storm Water Master Plans be approved and adopted.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 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) Item 7.3.6 of the Executive Mayoral Committee meeting, held on 24 August 2020.
- (c) Item 8.3.8 of the Council meeting, held on 25 August 2020.
- (d) Item 7.3.8 of the Executive Mayoral Committee meeting, held on 28 September 2020.
- (e) Item 8.3.10 of the Council meeting, held on 30 September 2020.
- (f) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 23 November 2020.
- (g) item 8.3.5 of the Council meeting, held on 25 November 2020.
- (h) Item 8.3.2 of the Council meeting, held on 17 December 2020.
- (i) Item 8.3.1 of the Council meeting, held on 27 January 2021.
- (j) Item 7.1 of the meeting of the Committee for Community Development, held on 11 February 2021.
- (k) Item 7.3.2 of the Executive Mayoral Committee meeting still to be held.

The following documents are attached:

- (a) Memorandum from the Acting Manager: Socio-Economic Development, dated 7 July 2020: **Annexure 8.3.1(a)**.
- (b) Memorandum from the Acting Manager: Socio-Economic Development, dated 24 August 2020: **Annexure 8.3.1(b)**.

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 was 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.

The Executive Mayoral Committee resolved on 24 August 2020 that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 25 August 2020 that the matter regarding the lease of a portion of erf 1, Pine Valley, 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:

- (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.

The Executive Mayoral Committee resolved on 28 September 2020 to recommend to Council that the matter regarding the lease of a portion of erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 30 September 2020 that the matter regarding the lease of a portion of erf 1, Pine Valley, 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:

- (i) that Council approves the 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 [Municipal Finance Management Act 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 [Municipal Finance Management Act 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 Executive Mayoral Committee resolved on 23 November 2020 to recommend to Council:

- (i) that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be advertised for a public participation process.
- (ii) that the Section Supply Chain Management provides inputs in the procurement process supra (a) to ensure a fair, open and transparent process.

Council unanimously resolved on 25 November 2020 that the matter in respect of the lease of the old Malikhanye Crèche on erf 1, Pine Valley, Wolseley be held in abeyance until the next meeting.

Council unanimously resolved on 17 December 2020 that the matter in respect of the lease of portion of erf 1, Pine Valley, Wolseley (old Malikhanye Crèche) be held in abeyance until the next meeting.

Council spent a lengthy time at the item on an issue not relevant to the matter.

Council unanimously resolved on 27 January 2021 that the matter in respect of the lease of a portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche be referred back to the Committee for Community Development for a recommendation to the Executive Mayoral Committee and after that be tabled to Council with a recommendation from the Executive Mayoral Committee.

The Committee for Community Development resolved on 11 February 2021 to recommend to the Executive Mayoral Committee and Council:

- (a) that Council enters into a lease agreement with the Holy Tabernacle of God Church in conjunction with the Pine Valley Neighbourhood Watch to utilise the portion of erf 1, Pine Valley, Wolseley for socio or community development purposes.
- (b) that Council considers a fixed and minimum rental fee less than a fair market value.
- (c) that the Municipal Manager be mandated to determine the rental amount supra (b).
- (d) that the principal lessee be responsible for all the costs of municipal services.
- (e) that a meeting be held with the Holy Tabernacle of God Church and the Pine Valley Neighbourhood Watch to determine which organisation will take responsibility of the building.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that Council enters into a lease agreement with the Holy Tabernacle of God Church in conjunction with the Pine Valley Neighbourhood Watch to utilise the portion of erf 1, Pine Valley, Wolseley for socio or community development purposes.
- (b) that Council considers a fixed and minimum rental fee less than a fair market value.
- (c) that the Municipal Manager be mandated to determine the rental amount supra (b).
- (d) that the principal lessee be responsible for all the costs of municipal services.
- (e) that a meeting be held with the Holy Tabernacle of God Church and the Pine Valley Neighbourhood Watch to determine which organisation will take responsibility of the building.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

- (a) that Council enters into a lease agreement with the Holy Tabernacle of God Church in conjunction with the Pine Valley Neighbourhood Watch to utilise the portion of erf 1, Pine Valley, Wolseley for socio or community development purposes.*
- (b) that Council considers a fixed and minimum rental fee less than a fair market value.*
- (c) that the Municipal Manager be mandated to determine the rental amount supra (b).*
- (d) that the principal lessee be responsible for all the costs of municipal services.*
- (e) that a meeting be held with the Holy Tabernacle of God Church and the Pine Valley Neighbourhood Watch to determine which organisation will take responsibility of the building.*

8.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Sale of municipal land: Erf 622, Wolseley (7/1/4/2)

The following items refer:

- (a) Item 7.4.4 of the Executive Mayoral Committee meeting, held on 23 November 2020.
- (b) Item 8.4.10 of the Council meeting, held on 25 November 2020.
- (c) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 14 December 2020.
- (d) Item 8.4.6 of the Council meeting, held on 17 December 2020.
- (e) Item 8.4.3 of the Council meeting, held on 27 January 2021.
- (f) Item 7.4.1 of the Executive Mayoral Committee meeting still to be held.

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

"Purpose

To consider the request of Lotus South African Manufacturing to purchase the remainder of erf 622, Wolseley and to make a recommendation to Council accordingly.

Deliberation

Council sold a portion of erf 622, Wolseley to Grassroots (Pty) Ltd as per Council resolution 8.4.8 of 5 December 2017 for the construction of an agri-processing facility. Grassroots restructured their company and amalgamated with Lotus South African Manufacturing which effectively took over the operations.

The facility was duly constructed and is currently creating 300 permanent job opportunities for employees. The said company is procuring 90 % of its raw materials (with a monetary value exceeding R35 million per annum) from local suppliers in the Witzenberg region. The company has now approached the municipality with a request that Council considers selling the remainder of erf 622, Wolseley to Lotus. A Google map reflecting the remainder of the said erf is attached as **annexure 8.4.1(a)**.

In terms of a letter received from Lotus the acquisition of adjacent land will allow them to start with the second phase of their manufacturing facility. This will provide 60 more employment opportunities and will ultimately provide 600 permanent job opportunities. The total investment for phase 1 is approximately R100 million.

The value for the phases 2 and 3 development is a projected R140 million. In terms of their future planning phase 4 extension is then planned for 2026. The phases of their development is set out in the said letter, attached as **annexure 8.4.1(b)**.

The company has also pronounced its investment for the SA Investment Conference, which is a presidential initiative and in terms of a declaration by the Managing Director they confirm an investment of R279 million over the period 2019 – 2021. A copy of the Project Announcement is attached as **annexure 8.4.1(c)**.

Municipal services

The following inputs were received from the various sections within the Directorate Technical Services:

"Stadsbeplanning"

1. Geen beswaar in beginsel teen die voorstel aangesien dit uitbreiding behels van 'n bestaande aanleg binne die urban edge.
2. Die betrokke grond moet onderverdeel en hersoneer word.
3. Daar is ongeregistreerde Erwe 2175 tot 2187 en Erf 1559 op die grond waarvan die kaarte by die LG gekanselleer sal moet word (sien erwe op aangehgte kaart gewys in pienk). Indien die Raad dus besluit om Restant Erf 622 aan die ontwikkelaar te verkoop sal hy ook amptelike besluit moet neem dat die kaarte gekanselleer kan word.
4. As deel van die hersonering proses sal van die applikant verwag word om bevestiging te kry by DEADP of EIA nodig sal wees al dan nie.

Elektries

Die aansoeker se kragbehoefte is soos volg:

1 - 2 jaar	350kVA
3 - 5 jaar	350kVA
6 - 9 jaar	300kVA

Dit is 'n totaal van 1 MVA ekstra, waar Wolseley se totale Max Dem huidige 4,3 MVA is, met 'n NMD van 4,5MVA. 'n Aansoek vir 'n ekstra 0,7 MVA is in 'n gevorderde stadium, maar hierdie sal die 'natuurlike groei' oor die volgende jare moet dra.

ESKOM se toevoer netwerk in die gebied is versadig en hulle het huidige nie die vermoë om enige addisionele kapasiteit aan die Stadsraad te voorsien nie.

Ons is ook nie bewus van enige ESKOM planne om hulle netwerk te versterk nie in die kort- tot langtermyn nie.

Hierdie ontwikkeling is egter 'n groot aanwinst vir Wolseley!

Elektries se opinie is dat die ontwikkelaar van die volgende moet kennis neem:

- ◆ Weens ESKOM se reeds versadige netwerk kan Witzenberg ongelukkig nie 'n vergroting in die ontwikkelaar se huidige aansluiting toelaat nie.
- ◆ Die ontwikkeling mag aangaan mits die huidige toegelate aansluiting van 500 kVA nie oorskry word nie.
- ◆ Die ontwikkelaar sal toegelaat word om van SSEG en / of opwekkers gebruik te maak vir die nuwe uitbreidings. (Nodige aansoeke moet voltooi word)

Water en Riolering

Die GLS kapasiteitsondersoek waarna verwys word in die skrywe is gedoen op die huidige ontwikkeling te erf 4109 (Bear 1, 2 en 3) en is derhalwe nie van toepassing op hierdie aansoek nie alhoewel die verslag uitgewys het dat genoegsame kapasiteit beskikbaar is met geringe opgraderings nodig. 'n Nuwe GLS kapasiteitsondersoek sal egter nodig wees vir die restant van erf 622 waarvoor nou aansoek gedoen word.

Strate en Stormwater

Geen kommentaar."

Financial implication

COVID-19 has had a severe negative impact on the whole of South Africa. The National Government as well as Provincial Government have initiated economic recovery plans to stimulate the economy of South Africa. The Witzenberg Municipality is in dire need to expand its income base and additional job opportunities will be critical in the economic recovery of Witzenberg.

The collection rate of the municipality has dropped from 94 % to 86 % . If Council decides to sell the remainder of erf 622, Wolseley it will provide direct additional income in terms of rates as well as certain municipal services. More people will also be provided with job opportunities which will minimise our unemployment rate and pressure on our indigent database. The remainder of the erf must still be valued by a registered valuator who will be appointed if Council decides to sell.

Legal implication

Regulation 40 of the Municipal Supply Chain Management Regulations stipulates that immovable property may only be sold at market related prices except where the public interest or the plight of the poor demands otherwise.

Section 14 of the Local Government Municipal Finance Management Act stipulates that a municipality may not transfer ownership as a result of a sale or permanently dispose of a capital asset if that asset is needed to provide the minimum level of basic services. Council may transfer ownership in a meeting open to public if it has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic services.

The Constitution of the Republic of South Africa requires the supply chain of government to be fair, equitable and transparent. In terms of the Municipal Asset Transfer Regulations a municipality may transfer or dispose of a non-exempted capital asset only after the Accounting Officer has in terms of Regulation 6 conducted a public participation process. This is, however, applicable where the value of the asset is more than 5 % of the total asset value of Council. This is not applicable in this instance and will Council's decision still be published in the local newspaper to draw the public's attention to the sale and to consider any objections, if necessary."

The Executive Mayoral Committee resolved on 23 November 2020 to recommend to Council that Messrs Lotus South Africa Manufacturing be invited to make a presentation at the next Executive Mayoral Committee meeting in respect of their request for the sale of municipal land (erf 622) in Wolseley.

Council unanimously resolved on 25 November 2020 that Messrs Lotus South Africa Manufacturing be invited to make a presentation at the next Executive Mayoral Committee meeting in respect of their request for the sale of municipal land (erf 622) in Wolseley.

The Executive Mayoral Committee resolved on 14 December 2020 to recommend to Council:

- (a) that the matter in respect of the sale of municipal land, namely erf 622, Wolseley, be held in abeyance until the next meeting.
- (b) that the Municipal Manager tables the previous resolutions of Council in respect of the matter at the next meeting in order to ensure an informed decision.

Council unanimously resolved on 17 December 2020:

- (a) that the matter in respect of the sale of municipal land, namely erf 622, Wolseley, be held in abeyance until the next meeting.
- (b) that the Municipal Manager tables the previous resolutions of Council in respect of the matter at the next meeting in order to ensure an informed decision.

Council unanimously resolved on 27 January 2021 that the matter in respect of the sale of municipal land, erf 622, Wolseley, be held in abeyance for submission of previous resolutions to the Executive Mayoral Committee and after that be tabled to Council again.

The matter is tabled to the Executive Mayoral Committee for consideration of a recommendation to Council.

RECOMMENDED

For consideration.

Elektries insette: **AS** alles volgens plan gaan, sal ESKOM ons kwoteer vir die 5 Mva teen November 2020. Dit sal so R12 mil wees. Sodra on dit betaal, sal ons binne 12 maande ons 5 Mva hê en ons kan allokasies weer toeken. As dinge nie volgens plan loop, is ons in presies dieselfde posisie as wat ons nou is. GEEN BESKIKBAARHEID as gevolg van ESKOM.

Stadsbeplanning: Die sonering is reg daarvoor. Geen EIA nie, want dit is bestaande nywerheidsgebied binne urban area. Dus slegs onderverdeling. Indien die Raad dit sal goedkeur, sal Tony net alle kostes moet dra vir die onderverdeling."

Financial implication

COVID-19 has had a severe negative impact on the whole of South Africa. The National Government as well as Provincial Government have initiated economic recovery plans to stimulate the economy of South Africa.

The Witzenberg Municipality is in dire need to expand its income base and additional job opportunities will be critical in the economic recovery of Witzenberg. The collection rate of the municipality has dropped from 94 % to 86 % .

If Council decides to sell the identified erf in the Schoonvlei industrial area it will provide direct additional income in terms of rates as well as certain municipal services.

More people will also be provided with job opportunities which will minimise our unemployment rate and pressure on our indigent database. The erf must still be subdivided and valued by a registered valuator who will be appointed if Council decides to sell.

Legal implication

Regulation 40 of the Municipal Supply Chain Management Regulations stipulates that immovable property may only be sold at market related prices except where the public interest or the plight of the poor demands otherwise.

Section 14 of the Local Government Municipal Finance Management Act stipulates that a municipality may not transfer ownership as a result of a sale or permanently dispose of a capital asset if that asset is needed to provide the minimum level of basic services. Council may transfer ownership in a meeting open to public if it has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic services.

The Constitution of the Republic of South Africa requires the supply chain of government to be fair, equitable and transparent. In terms of the Municipal Asset Transfer Regulations a municipality may transfer or dispose of a non-exempted capital asset only after the Accounting Officer has in terms of Regulation 6 conducted a public participation process. This is, however, applicable where the value of the asset is more than 5 % of the total asset value of Council.

This is not applicable in this instance and will Council's decision still be published in the local newspaper to draw the public's attention to the sale and to consider any objections, if necessary."

The Executive Mayoral Committee resolved on 23 November 2020 that the matter in respect of the sale of an unregistered erf in Schoonvlei industrial area, Ceres be held in abeyance until the next Executive Mayoral Committee meeting.

The Executive Mayoral Committee resolved on 14 December 2020 to recommend to Council:

- (a) that Mr Araujo Viera from Messrs ADF Viera (Pty) Ltd be invited to attend the next Executive Mayoral Committee meeting to make a presentation in respect of the sale of an unregistered municipal erf in Schoonvlei industrial area, Ceres.
- (b) that the public be invited to apply for land in the Schoonvlei industrial area, Ceres.

Alderman JW Schuurman expressed his concern about setting a precedent due to the absence of a proper supply chain process.

Council unanimously resolved on 17 December 2020:

- (a) that Mr Araujo Viera from Messrs ADF Viera (Pty) Ltd be invited to attend the next Executive Mayoral Committee meeting to make a presentation in respect of the sale of an unregistered municipal erf in Schoonvlei industrial area, Ceres.
- (b) that the public be invited to apply for land in the Schoonvlei industrial area, Ceres.

The Executive Mayoral Committee resolved on 25 January 2021 to recommend to Council:

that the matter in respect of the sale of an unregistered erf in Schoonvlei industrial area, Ceres be held in abeyance until the next meeting.

Die Uitvoerende Burgemeesterskomitee het op 25 Januarie 2021 besluit om by die Raad aan te beveel:

dat die aangeleentheid aangaande die verkoop van 'n ongeregistreerde erf in Skoonvlei nywerheidsgebied, Ceres oorstaan tot die volgende vergadering.

Council unanimously resolved on 27 January 2021 that the matter in respect of the sale of an unregistered erf in Schoonvlei industrial area, Ceres be held in abeyance for a recommendation from the Executive Mayoral Committee to Council.

The matter is tabled to the Executive Mayoral Committee for consideration of a recommendation to Council.

RECOMMENDED

For consideration.

8.4.3 Proposed revisions to 2020/2021 Senior Management performance contracts with regard to SDBIP targets (5/1/5/13)

Please read along with item 8.1.2.

Item 7.4.3 of the Executive Mayoral Committee meeting, still to be held, refers.

A memorandum from the Manager: Projects and Performance, dated 9 February 2021, is attached as **annexure 8.4.3**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the proposed revisions to the 2020/2021 Senior Management performance contracts with regard to the Service Delivery and Budget Implementation Plan targets and, after consideration, same be approved and accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the proposed revisions to the 2020/2021 Senior Management performance contracts with regard to the Service Delivery and Budget Implementation Plan targets and, after consideration, same be approved and accepted.

8.4.4 Records Management Policy (2/6/1/P)

Item 8.4.2 of the Council meeting, held on 25 November 2020, refers.

The Records Management Policy for Witzenberg Municipality is attached as **annexure 8.4.4**.

The following recommendation was tabled to Council:

that the Records Management Policy for Witzenberg Municipality for the period 2020 until 2023, after consideration, be approved and accepted.

Council unanimously resolved on 25 November 2020 that the matter in respect of the Records Management Policy for Witzenberg Municipality be held in abeyance to be workshopped by Council and after that be tabled to Council.

RECOMMENDED

that the Records Management Policy for Witzenberg Municipality for the period 2020 until 2023, after consideration, be approved and accepted.

**8.4.5 Registry Procedure Manual
(2/6/3)**

Item 8.4.3 of the Council meeting, held on 25 November 2020, refers.

The Witzenberg Municipality Registry Procedure Manual is attached as **annexure 8.4.5**.

The following recommendation was tabled to Council:

that the Witzenberg Municipality Registry Procedure Manual, after consideration, be approved and accepted.

Council unanimously resolved on 25 November 2020 that the matter in respect of the Witzenberg Municipality Registry Procedure Manual be held in abeyance to be workshopped by Council and after that be tabled to Council.

RECOMMENDED

that the Witzenberg Municipality Registry Procedure Manual, after consideration, be approved and accepted.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

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, HELD VIRTUALLY
(Microsoft Teams) ON WEDNESDAY, 27 JANUARY 2021 AT 09:00**

PRESENT

Councillors

Alderman TT Godden (Speaker) (COPE)
Alderman 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 ZS Mzauziwa-Mdishwa (DA)
Councillor MJ Ndaba (ANC)
Councillor N Phatsoane (ANC)
Alderslady 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 HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr G Louw (Head: Internal Audit)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)
Ms MJ Prins (Word Processor Operator)
Mr R Rhode (ICT Administrator)
Mr J Pieterse (Senior ICT Officer)

1. OPENING AND WELCOME

The Speaker welcomed everyone present after which he requested the Director: Finance 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)

- (a) The Speaker mentioned that a Councillor cannot apply for leave of absence from a meeting on grounds of lack of data. The speaker ruled that such a reason is not acceptable and the Councillor will be regarded as absent.
- (b) Apologies for absence from the meeting were received from the Director: Corporate Services, Manager: Projects and Performance, Manager: Legal Services and Deputy Director: Finance.

UNANIMOUSLY RESOLVED

that the apologies for absence from the meeting, received from the Director: Corporate Services, Manager: Projects and Performance, Manager: Legal Services and Deputy Director: Finance, 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 Gratitude, Congratulations and Commiseration (11/4/3)

Councillor TE Abrahams conveyed Council's congratulations to the following Councillors and spouses on their birthdays:

- Mr Mfusi Mdishwa 1 January
- Alderman BC Klaasen 8 January
- Alderlady JT Phungula 15 January
- Councillor HF Visagie 18 January
- Ms Fowzia Adams 24 January
- Ms Clara Godden 25 January

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

- (a) The Speaker expressed his gratitude that all Councillors are back in Council and praised God for that.
- (b) The Speaker expressed his condolences to everyone who has lost loved ones due to the COVID-19 pandemic. He referred specifically to the Municipal Manager's father, Mr Evelyn Nasson, and also the Minister in the Presidency, Mr Jackson Mthembu.
- (c) The Speaker mentioned that Councillors basically attend one Council and one committee meeting per month. An application for leave of absence therefore cannot be unreasonable, nor not really valid and neither not waterproof. Such applications for leave will not be accepted. The Speaker requested Councillors to attend all meetings with seriousness.

He emphasised that the last year of the present Council's term had started and that every Councillor has to do something good and positive for Witzenberg Municipality to leave a legacy behind that will be remembered.

NOTED

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

- (a) The Executive Mayor expressed his gratitude to God for the privilege to be back at Council.
- (b) The Executive Mayor expressed condolences to all who had lost loved one due to COVID-19. He mentioned in particular:
 - The Municipal Manager's father, Mr Evelyn Nasson
 - Alderlady Phungula's father, Mr Benjamin Mbangula
 - Staff members of the Witzenberg Municipality, Mr September (Cleansing Services) and Mr Van Wyk (Public Resorts)
 - All residents of the Witzenberg municipality.
- (c) The Executive Mayor mentioned that the Pine Forest Resort had been reopened as a COVID-19 quarantine centre for the Department of Public Works.
- (d) The Executive Mayor referred to the challenges caused by COVID-19 and the increase of seasonal workers. The towns are overcrowded and can be seen as a super spreader, especially at ATM's and banks.

- (e) The Executive Mayor thanked the administration and management of the municipality for their contribution to keep the towns clean and on a high standard.
- (f) The Executive Mayor mentioned that the Executive Mayoral Committee had discussed several challenges in the municipality, such as the ESKOM matter and load shedding, the management of overtime and standby, the culture that workers are basically in the field and no managers to give them time and cost effective guidance, that the Municipal Manager had been instructed to investigate options of shifts and the concern about families who had lost breadwinners, which may be a challenge for the municipality later in respect of revenue.
- (g) The Executive Mayor mentioned that the municipality will be involved with the COVID-19 vaccination process and will support the National Government in order to help our residents who live on farms in the Karoo, but also those who live in the towns.
- (h) The Executive Mayor mentioned that the municipality may have other kind of problems after the seasonal work. If so, Council will handle the matter as a united management unit.
- (i) The Executive Mayor requested Council and Administration to lead the municipality by example to handle all the challenges. There are no models to combat COVID-19 currently, but is rather a trial and error method. The municipality assists with all efforts to relax level 3 restrictions.
- (j) The Executive Mayor mentioned that Council is in an election year and that Councillors will be faced in the communities with many challenges. The Executive Mayor requested Councillors to be careful outside and keep good care of themselves and their families.
- (k) The Executive Mayor mentioned that Council had started the last year of their term with this meeting. The Higher Hand of God will protect the Witzenberg Municipality and He will safeguard all its residents.

NOTED

3.4 Matters raised by the Municipal Manager

None

NOTED

Alderman JW Schuurman requested the Speaker, on behalf of the ANC, that Council have a standing moment of silence to honour the loved ones of the Municipal Manager and Alderlady JT Phungula who had passed away. Council agreed unanimously.

NOTED

4. MINUTES

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

UNANIMOUSLY RESOLVED

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

- (i) Council meeting held on 25 November 2020.*
- (ii) Council meeting held on 17 December 2020.*

4.2 Matters arising from the minutes (3/1/2/3)

Alderman K Adams referred to item 11 of the minutes of 17 December 2020 and enquired about the reasons for not providing hard copies of agendas to Councillors. Alderman Adams reminded Council that he had raised the request due to the difficulty following the annexures on the tablet screen.

The Speaker resolved that Councillors who need hard copies of agenda packs during this time of virtual meetings may indicate so and will be issued with hard copies. This ruling only applies to the period of virtual meetings.

NOTED

4.3 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.3.1	16/4/2	8.2.4 of 25-11-2020 One-way street: Phillip Street, Ceres	Technical Services	(a) Formal traffic impact study to be done. (b) EMC to form ad hoc committee to discuss outcomes of traffic impact study.		
4.3.2	16/4/P	8.2.5 of 25-11-2020 Roads and Storm Water Master Plans	Technical Services	Amendments requested at Council workshop to be made.		
4.3.3	7/1/3	8.3.1 of 17-12-2020 Ceres Bowling Club: Planned expansion of clubhouse	Community Services	that the matter be held in abeyance to obtain more information and after that be tabled again to the Executive Mayoral Committee.		

Alderman JW Schuurman referred to outstanding matters that do not appear on the list i.e. :

- Ceres golf estate (What is the current status?)
- Mafoko tenders (Both tenders of Mafoko to be discussed by Council).

The abovementioned matters must be placed back on the outstanding list.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the outstanding matter regarding the changing of Phillip Street, Ceres to a one-way street.*
- (b) *that notice be taken of the outstanding matter regarding the planned expansion of the Ceres Bowling Club clubhouse.*

EENPARIG BESLUIT

- (a) *dat kennis geneem word van die uitstaande saak aangaande die verandering van Phillipstraat, Ceres na 'n eenrigtingstraat.*
- (b) *dat kennis geneem word van die uitstaande saak aangaande die beplande uitbreiding van die Ceres Rolbalklub se klubhuis.*

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)**

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat kennis geneem word van die notules van die Komiteevergaderings en genoemde aanvaar word.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktooraat Finansies / Directorate Finance

**8.1.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: January, February, March, April, May, June, July, August, and September 2020
(9/1/2/2)**

UNANIMOUSLY RESOLVED

- (a) that notice be taken that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January until September 2020 have been recommended by the Performance, Risk and Audit Committee to Council for approval.*
- (b) that notice be taken that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January until September 2020 have already been approved by Council after consideration.*

EENPARIG BESLUIT

- (a) dat kennis geneem word dat die Artikel 71 Maandelikse Begrotingsverslae van die Direktooraat Finansies vir Januarie tot September 2020 deur die Prestasie-, Risiko- en Ouditkomitee na die Raad aanbeveel is vir goedkeuring.*
- (b) dat kennis geneem word dat die Artikel 71 Maandelikse Begrotingsverslae van die Direktooraat Finansies vir Januarie tot September 2020 alreeds deur die Raad goedgekeur is na oorweging.*

**8.1.2 Annual review 2020/2021: Witzenberg Fraud and Corruption Prevention Strategy
(2/12/P)**

UNANIMOUSLY RESOLVED

that the Witzenberg Fraud and Corruption Prevention Strategy, after consideration, be approved.

EENPARIG BESLUIT

dat die Witzenberg Bedrog- en Korrupsievoorkomingstrategie, na oorweging, goedgekeur word.

**8.1.3 Annual review 2020/2021: Witzenberg Whistle Blowing Policy
(2/12/P)**

UNANIMOUSLY RESOLVED

that the Witzenberg Whistle Blowing Policy, after consideration, be approved.

**8.1.4 Annual review 2020/2021: Witzenberg Fraud and Corruption
Prevention Policy and Response Plan
(2/12/P)**

UNANIMOUSLY RESOLVED

*that the Witzenberg Fraud and Corruption Prevention Policy and Response Plan,
after consideration, be approved.*

**8.1.5 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)**

UNANIMOUSLY RESOLVED

*that notice be taken of the Quarterly Budget Statement Report in terms of
Section 52(d) for the third quarter of 2019/2020 and, after consideration, same
be accepted.*

EENPARIG BESLUIT

*dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge
Artikel 52(d) vir die derde kwartaal van 2019/2020 en genoemde, na
oorweging, goedgekeur word.*

**8.1.6 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)**

UNANIMOUSLY RESOLVED

*that notice be taken of the Quarterly Budget Statement Report in terms of
Section 52(d) for the fourth quarter of 2019/2020 and, after consideration,
same be accepted.*

EENPARIG BESLUIT

dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die vierde kwartaal van 2019/2020 en genoemde, na oorweging, aanvaar word.

8.1.7 Quarterly reports of Mayor on implementation of budget and state of affairs of municipality / SDBIP: Section 52(d): 3rd and 4th Quarters 2019/2020 (9/1/1/ & 9/1/2/2)

UNANIMOUSLY RESOLVED

- (a) that notice be taken of the recommendation of the Municipal Public Accounts Committee and after consideration of the matter of revenue collection referred same to the next Council workshop meeting.*
- (b) that the report of the Executive Mayor on the implementation of the budget and state of affairs of the municipality / SDBIP: Section 52(d): 3rd and 4th Quarters of 2019/2020 be approved and accepted.*

8.1.8 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2020/2021 (1 July 2020 until 30 September 2020) (9/1/2/2)

UNANIMOUSLY RESOLVED

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the first quarter of 2020/2021 and, after consideration, same be accepted.

EENPARIG BESLUIT

dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die eerste kwartaal van 2020/2021 en genoemde, na oorweging, aanvaar word.

8.1.9 Performance, Risk and Audit Committee: First Bi-Annual Report on Performance Management: 2019/2020 (5/14/4)

UNANIMOUSLY RESOLVED

that notice be taken of the First Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2019/2020, dated December 2020.

EENPARIG BESLUIT

dat kennis geneem word van die Eerste Halfjaarlikse Verslag van die Prestasie-, Risiko- en Ouditkomitee vir 2019/2020, gedateer Desember 2020.

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

UNANIMOUSLY RESOLVED

that a legal opinion be obtained in respect of the settling of the Rand Merchant Bank (RMB) loan for the Koekedouw Dam and the matter be referred to the Performance, Risk and Audit Committee for a recommendation to Council.

EENPARIG BESLUIT

dat 'n regsmening verkry word aangaande die afbetaling van die Rand Aksepbank lening vir die Koekedouwdam en die aangeleentheid verwys word na die Prestasie-, Risiko- en Ouditkomitee vir 'n aanbeveling aan die Raad.

8.1.11 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2020/2021 (1 October 2020 until 31 December 2020) (9/1/2/2)

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

- (a) *dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die tydperk 1 Oktober 2020 tot 31 Desember 2020.*
- (b) *dat die verslag verwys word na die Munisipale Publieke Rekeninge Komitee en die Prestasie-, Risiko- en Ouditkomitee van die Raad vir hul aanbevelings aan die Raad.*

**8.1.12 Mid-year Budget Statement and Performance Assessment
(Section 72) Report for 2020/2021: 1 July 2020 until
31 December 2020
(9/1/1 & 5/1/5/13)**

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2020 until 31 December 2020.*
- (b) *that the report be referred to the Municipal Public Accounts Committee and Performance, Risk and Audit Committee of Council for their recommendations to Council.*

EENPARIG BESLUIT

- (a) *dat kennis geneem word van die Halfjaarlikse Begrotings- en Prestasie-evaluasie (Artikel 72) Verslag vir die tydperk 1 Julie 2020 tot 31 Desember 2020.*
- (b) *dat die verslag verwys word na die Munisipale Publieke Rekeninge Komitee en Prestasie-, Risiko- en Ouditkomitee van die Raad vir hul aanbevelings aan die Raad.*

8.2 Direktooraat Tegnieuse Dienste / Directorate Technical Services

8.2.1 Small Scale Embedded Generation (SSEG) proposal: Dedicated connection model options (16/3/P)

UNANIMOUSLY RESOLVED

- (a) that the matter in respect of the Small Scale Embedded Generation (SSEG) proposal for dedicated connection model options be held in abeyance awaiting more information.*
- (b) that the matter supra (a) thereafter be referred to a Council workshop meeting and then tabled to Council.*

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die Beleid vir Werk en die Installering van Dienste in die Padreserwe, na oorweging, goedgekeur en aanvaar word.

8.2.3 Consumers use of generators to prevent peaking in notified maximum demand periods during peak season (16/03/9)

UNANIMOUSLY RESOLVED

- (a) that the matter in respect of consumers use of generators to prevent peaking in notified maximum demand periods during peak season be held in abeyance to obtain more information.*
- (b) that the matter supra (a) thereafter be referred to a Council workshop meeting and then be tabled to Council.*

**8.2.4 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres
(07/01/4/1 & 17/19/1)**

UNANIMOUSLY RESOLVED

that the matter in respect of Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres be held in abeyance to obtain more information and after that be tabled to Council again.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die aansoek vir die verskuiwing van die gevestigde Nduli Motorwassery na erf 5145, Nduli, Ceres oorstaan ten einde meer inligting te bekom en daarna weer aan die Raad voorgelê word.

8.3 Direkoraat Gemeenskapsdienste / Directorate Community Services

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

Please read along with item 8.3.2.

UNANIMOUSLY RESOLVED

that the matter in respect of the lease of a portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche be referred back to the Committee for Community Development for a recommendation to the Executive Mayoral Committee and after that be tabled to Council with a recommendation from the Executive Mayoral Committee.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verhuring van 'n gedeelte van erf 1, Pine Valley, Wolseley: Ou Malikhanye Crèche terug verwys word na die Komitee vir Gemeenskapsontwikkeling vir 'n aanbeveling aan die Uitvoerende Burgemeesterskomitee en daarna aan die Raad voorgelê word met 'n aanbeveling van die Uitvoerende Burgemeesterskomitee.

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

Please read along with item 8.3.1.

UNANIMOUSLY RESOLVED

that the matter in respect of the lease of a portion of erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche be referred back to the Committee for Community Development for a recommendation to the Executive Mayoral Committee and after that be tabled to Council with a recommendation from the Executive Mayoral Committee.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verhuring van 'n gedeelte van erf 1, Pine Valley, Wolseley: Ou Malikhanye Crèche terug verwys word na die Komitee vir Gemeenskapsontwikkeling vir 'n aanbeveling aan die Uitvoerende Burgemeesterskomitee en daarna aan die Raad voorgelê word met 'n aanbeveling van die Uitvoerende Burgemeesterskomitee.

8.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services

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

UNANIMOUSLY RESOLVED

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

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

UNANIMOUSLY RESOLVED

that the matter in respect of the Mayoral Bursary Fund Policy for Witzenberg Municipality be held in abeyance for further deliberation.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die Burgemeestersbeursfondsbeleid vir Munisipaliteit Witzenberg oorstaan vir verdere bespreking.

**8.4.3 Sale of municipal land: Erf 622, Wolseley
(7/1/4/2)**

UNANIMOUSLY RESOLVED

that the matter in respect of the sale of municipal land, erf 622, Wolseley, be held in abeyance for submission of previous resolutions to the Executive Mayoral Committee and after that be tabled to Council again.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verkoop van munisipale grond, erf 622, Wolseley oorstaan vir die beskikbaarstelling van vorige besluite aan die Uitvoerende Burgemeesterskomitee en daarna weer aan die Raad voorgelê word.

8.4.4 Sale of municipal land: Unregistered erf in Schoonvlei industrial area, Ceres (7/1/4/2)

UNANIMOUSLY RESOLVED

that the matter in respect of the sale of an unregistered erf in Schoonvlei industrial area, Ceres be held in abeyance for a recommendation from the Executive Mayoral Committee to Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die verkoop van 'n ongeregistreerde erf in Skoonvlei nywerheidsgebied, Ceres ontstaan vir 'n aanbeveling van die Uitvoerende Burgemeesterskomitee aan die Raad.

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

None

NOTED

12. COUNCIL-in-COMMITTEE

**MINUTES OF THE MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM
OF THE WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON WEDNESDAY, 9 SEPTEMBER 2020 AT 14:00**

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid TE Abrahams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid C Lottering (DA)
Councillor / Raadslid H Visagie (ANC)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr R Fick (Acting Manager: Socio-Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Ms / Me R Hendricks (Manager: Communication and Marketing / Bestuurder: Kommunikasie en Bemarking)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder Administrasie)
Mr / Mnr C Titus (Committee Clerk / Komitee Klerk)
Mr / Mnr R Rhode (IT Administrator / IT Administrateur)
Ms / Me W Roode (Word Processor Operator / Woordverwerker Operateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone and opened thereafter the meeting with a prayer.

Chairperson confirmed the attendance at the meeting verbally name by name.

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

3. MINUTES / NOTULES

**3.1 Matters / Corrections from the minutes
(3/1/2/3)**

For consideration of any discussions and / or corrections of the minutes.

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 20 November 2019, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 20 November 2019 word ingebind as **bylae 3.2**.

RESOLVED

that the minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 20 November 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 20 November 2019, goedgekeur en deur die Voorsitter onderteken word.

3.3 Outstanding matters

None / Geen

NOTED / AANGETEKEN

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

- (a) The Chairperson thanked everyone who assist to bring the COVID-19 pandemic in the Witzenberg area under control especially the Municipal Manager.
- (b) The Chairperson expressed condolences with the families who lost loved ones due to the pandemic.
- (c) The Chairperson mentioned that the activities of Tourism scaled tremendously down due to the virus and he expressed the hope that the sector will soon be up and running.
- (d) Chairperson mentioned that a letter was received from the Witzenberg Tourism rendering an apology for all the negative comments made against the municipality on social media on 7 September 2020.

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Monthly reports: Section Local Economic and Rural Development: November, December 2019, January, February, March, April – June and July 2020 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: November, Desember 2019, Januarie, Februarie, Maart, April - Junie en Julie 2020
(9/1/2/4)**

The following monthly reports of the Section Local Economic and Rural Development are attached:

Die volgende maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling word ingebind.

(a)	November 2019	Annexure / Bylae 6.1(a)
(b)	December / Desember 2019	Annexure / Bylae 6.1(b)
(c)	January / Januarie 2020	Annexure / Bylae 6.1(c)
(d)	February / Februarie 2020	Annexure / Bylae 6.1(d)
(e)	March / Maart 2020	Annexure / Bylae 6.1(e)
(f)	April – June / Junie 2020	Annexure / Bylae 6.1(f)
(g)	July / Julie 2020	Annexure / Bylae 6.1(g)

The Acting Manager: Local Economic Development submit the monthly reports of Section Local Economic Development for November 2019 until July 2020. The following matters were highlighted:

- The container project which could not be finalised in 2019, due to the high cost, will commence during September 2020 when it will be advertised again.
- The meeting scheduled for the MNEP Program has been postponed. A new date have not been indicated.

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly reports of the Section Local Economic and Rural Development for November, December 2019, January, February, March, April - June and July 2020, and after consideration, accept same.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir November, Desember 2019, Januarie, Februarie, Maart, April - Junie en Julie 2020 en dat die verslae, na oorweging, aanvaar word.

6.2 Monthly reports: Section Tourism: February, March, April, June and July 2020 / Maandverslae: Afdeling Toerisme: Februarie, Maart, April, Junie en Julie 2020 (9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

- | | | |
|-----|---------------------------|--------------------------------|
| (a) | February / Februarie 2020 | Annexure / Bylae 6.2(a) |
| (b) | March / Maart 2020 | Annexure / Bylae 6.2(b) |
| (c) | April 2020 | Annexure / Bylae 6.2(c) |
| (d) | June / Junie | Annexure / Bylae 6.2(d) |
| (e) | July / Julie 2020 | Annexure / Bylae 6.2(e) |

The Manager: Communication and Marketing and Tourism tabled the monthly reports for February 2020 until July 2020.

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly reports of the Section Tourism for February, March, April, June and July 2020, and after consideration, accept same.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslae van die Afdeling Toerisme vir Februarie, Maart April, Junie en Julie 2020, en na oorweging, aanvaar word.

6.3 Risk Management: Fourth quarter 2019/2020 Risk Management Report Committee for Local Economic Development and Tourism (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 Local Economic Development for the Fourth quarter of 2019/2020, dated 17 August 2020, is attached as **annexure 6.3**.

Objectives of Enterprise Risk Management

The objectives of risk management are to assist Management in making more informed decisions which:

- provide a level of assurance that current significant risks are effectively managed;
- improve operational performance by assisting and improving decision making and planning;
- promote a more innovative, less risk averse culture in which the taking of calculated risks in pursuit of opportunities, to benefit the municipality is encouraged; and
- provide a sound basis for risk management and internal control as components of good corporate governance.

Roles and Responsibilities

Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Witzenberg Municipality against significant risks. Council has to report to the community, on the municipality's system of internal control. This provides comfort that the municipality is protected against significant risks to ensure the achievement of objectives as detailed in the Service Delivery and Budget Improvement Plan (SDBIP).

In terms of the Risk Management Framework the responsibilities of the Council in risk management includes:

- (a) ensuring that the Institutional strategies are aligned to the government mandate;
- (b) obtaining assurance from management that the Municipality's strategic choices were based on a rigorous assessment of risk;
- (c) obtaining assurance that key risks inherent in the Municipality's strategies were identified and assessed, and are being properly managed;
- (d) assisting the Accounting Officer / Authority to deal with fiscal, intergovernmental, political and other risks beyond their direct control and influence; and
- (e) insisting on the achievement of objectives, effective performance management and value for money.

The Municipal Manager is ultimately responsible for risk management within the municipality. This includes ensuring that the responsibility for risk management vests at all levels of management. The Municipal Manager sets the tone at the top by promoting accountability, integrity and other factors that will create a positive control environment.

Senior Management takes ownership for managing the municipality's risks within their areas of responsibility and is accountable to the Municipal Manager for designing, implementing, monitoring and integrating Enterprise Risk Management (ERM) into their day-to-day activities of the municipality. This should be done in a manner that ensures that risk management becomes a valuable strategic management tool.

Line Management/Risk Owners take responsibility for managing the municipality's risks within their areas of responsibility and is responsible for the designing, implementing, monitoring and integrating Enterprise Risk Management into their day-to-day activities of the municipality. The key focus is to ensure that controls implemented to mitigate risk are working as intended and that any deviations are reported and improved.

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the Risk Management Report for the Fourth Quarter of 2019/2020, and after consideration, same be approved and accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die Risikobestuursverslag vir die Vierde Kwartaal van 2019/2020, en na oorweging, goedgekeur en aanvaar word.

6.4 Projects Matrix: Local Economic Development: Witzenberg area / Projekte Matriks: Plaaslike Ekonomiese Ontwikkeling: Witzenberg-area (17/19/1)

This is a standing item on the agenda.

The Projects Matrix for Witzenberg is attached as **annexure 6.4**.

Die Projekte Matriks vir Witzenberg word aangeheg as **bylae 6.4**.

The Committee decided on the meeting held on 28 August 2019 to focus on the following Local Economic Development Matrix Projects:

- (i) Op-die-Berg Honey Bee
- (ii) Prince Alfred's Hamlet Business Hubs
- (iii) Witzenberg Recycling SMME's
- (iv) Witzenberg Department Small Business- 40 applications
- (v) Witzenberg Dine with the Locals
- (vi) Ceres WAPLOG
- (vii) Schoonvlei Hub
- (viii) Schoonvlei Hub

The following projects were discussed:

- (i) Pa Hamlet Business Hubs:
 - 5 of the available 7 units are occupied.
- (ii) Witzenberg Recycling SMME's:
 - That the Acting Manager: Local Economic Development table a report in respect of the Witzenberg Recycling SMME's at the next meeting.
 - That the person responsible for Recycling will visit the Committee to make a presentation on the conditions for recycling.
- (iii) Witzenberg Dine With The Locals:
 - The project is awaiting the announcement that the country move to level 1 in terms of COVID-19 regulations. Restaurants and Bed & Breakfasts will pick up again.
- (iv) Ceres WAPLOG:
 - This is a Rural Development Project which Ceres Business Initiative is the driver off.
 - Two (2) External Directors resigned due to the divisions amongst the shareholders.
 - Awaiting on Rural Development to take serious steps to rectify the mistakes.
 - An amount of R300 000-00 still in the bank.
- (vii) Schoonvlei Hub:
 - Operations stopped due to COVID-19 and the pressure on the budget.
 - The tenders for the containers came in high and the Supply Chain will re-advertise.
 - That the Manager: Local Economic Development will report on the new revised time line at the next meeting.

Minutes: Committee for Local Economic Development and Tourism:
Notule: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme:
9 September 2020

(viii) Business Erf, Bella Vista:

- That Municipal Manager start with the process of sub-division of the erf. Huge need for land and by entrepreneurs.

(ix) Tulbagh Informal Traders:

- This matter is placed on the agenda of the Executive Mayoral Committee.

(x) Paardekraal Project:

- Is a wood project and doing well.
- Receive support from the Local Economic Development Unit.
- The business was showcased more than two times.

RESOLVED

- (a) *that the Acting Manager: Local Economic Development table a report in respect of the Witzenberg Recycling SMME's at the next meeting.*
- (b) *that the Acting Manager: Local Economic Development table a report in respect of the new revised time line of the Schoonvlei Hub at the next meeting.*
- (c) *that the Municipal Manager begin with the subdivision of the business erf in Bella Vista (Schoonvlei).*
- (d) *that the Committee for Local Economic Development and Tourism take notice of the matter Project Matrix, and after consideration, accept same.*

6.5 Utilisation of Ceres Town Hall: 24 July 2020: Delivery and collection of equipment (17/19/1)

A memorandum received from the Acting Manager: Socio-Economic Development, dated 6 July 2020, is attached as **annexure 6.5**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 6 Julie 2020, word aangeheg as **bylae 6.5**.

RESOLVED

that the item be removed from the agenda until the Ceres Town Hall is available again.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Community Services: Stand for vendor hawker: Big Bite Road House (17/18/R)

A memorandum received from the Acting Manager: Socio-Economic Development, dated 6 July 2020, is attached as **annexure 7.1**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 6 Julie 2020, word aangeheg as **bylae 7.1**.

RESOLVED

that the matter in respect of the stand for vendor hawker at Big Bite Road House be referred to the Committee for Corporate and Financial Services for an investigation and thereafter back to the Committee for Local Economic and Tourism.

7.2 Lease of Unit at Prince Alfred's Hamlet Small Business Hub (7/1/4/1)

A memorandum received from the Acting Manager: Socio-Economic Development, dated 24 August 2020, is attached as **annexure 7.2**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 24 Augustus 2020, word aangeheg as **bylae 7.2**.

RESOLVED

that the Committee for Local Economic Development and Tourism recommends to Executive Mayoral Committee and Council:

- (i) that, after providing inputs regarding the abovementioned proposal, the Committee recommends the applicant for lease of a single unit of the Prince Alfred's Hamlet Small Business Hub to the Executive Mayoral Committee and Council.*
- (ii) that the lease amount not be market related in order to ensure and assist that the businesses can be successful (current single unit lease is R 600-00 per month).*
- (iii) That the Municipal Manager and Acting Manager: Socio-Economic Development evaluates the success of the businesses when in operation.*

8. ADJOURNMENT / VERDAGING

The meeting adjourned at 15:06 / Die vergadering verdaag om 15:06.

Approved on / Goedgekeur op _____

COUNCILLOR / RAADSLID T ABRAHAMS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE VIRTUAL (MICROSOFT TEAMS) MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 10 SEPTEMBER 2020 AT 10:00

NOTULE VAN DIE VIRTUELE (MICROSOFT TEAMS) VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 10 SEPTEMBER 2020 OM 10:00

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid G Laban (Witzenberg Aksie)
Councillor / Raadslid P Daniels (DA)
Councillor / Raadslid N Phatsoane (ANC)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
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 Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerkeroperator)
Mr / Mnr R Rhode (IT Administrator / IT Administrateur)
Mr / Mnr J Pieterse (Senior IT Officer Technician / Senior IT Beampte Tegnikus)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone.

Councillor G Laban requested a minute of silence to all families who had lost loved ones during the COVID-19 period.

Die Voorsitter heet almal teenwoordig welkom.

Raadslid G Laban versoek 'n minuut van stilte vir alle families wie hul geliefdes gedurende die COVID-19 tydperk verloor het.

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

3. **MINUTES**

3.1 **MATTERS / CORRECTIONS FROM THE MINUTES**
(3/1/2/3)

None

NOTED

3.2 **APPROVAL OF MINUTES / GOEDKEURING VAN NOTULE**
(3/1/2/3)

The minutes of the meeting of the Committee for Community Development, held on 23 July 2020, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 23 Julie 2020, word ingebind as **bylae 3.2**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 23 July 2020, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 23 Julie 2020, goedgekeur en deur die Voorsitter onderteken word.

Minutes: Committee for Community Development:
Notule: Komitee vir Gemeenskapsontwikkeling:
10 September 2020

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
3.3.1	12/R	Item 3.3.2 of 23 July 2020	Community Services: Memorandum: Witzenberg Association for Persons with Disabilities (APD) and Vrolike Vinkies Crèche	(a) that the Acting Manager: Socio Economic Development follow up the status quo in respect of the memorandum received from Witzenberg Association for Persons with Disabilities (APD) and Vrolike Vinkies Creche and table a report at the next Committee meeting. (b) that the Committee for Community Development takes notice of the outstanding matter.	Acting Manager: Socio Economic Development	19-11-20
3.3.2	(15/2/2/R/ 887)	Item 7.2 of the Committee for Local Economic Development and Tourism held on 23 July refers:	Application for available land for construction of a centre for person with disabilities	(a) that the Manager: Legal Services identify with the inputs of the Association for Persons with Disabilities suitable land available for the erection of a temporary structure for persons with disabilities and table the proposal at the next Committee meeting for a recommendation to Council.	Manager: Legal Services	19-0-11-20

Minutes: Committee for Community Development:
Notule: Komitee vir Gemeenskapsontwikkeling:
10 September 2020

				(b) that the matter in respect of the application for available land for the erection of a temporary structure for persons with disabilities be held in abeyance until the next meeting.		
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The Acting Manager: Socio Economic Development reported in respect of the status quo of the memorandum received from Witzenberg Association for persons with disabilities (APD) and Vrolike Vinkies Crèche as per item 3.3.2 resolution taken by the Committee for Community Development held on 23 July 2020.

3.3.1 Community Services: Memorandum: Witzenberg Association for Persons with Disabilities (APD) and Vrolike Vinkies Crèche

Resolution (i): Wheelchair friendly access to business premises

A follow up with the Ceres Business Initiative (CBI) will be done to request businesses to be lenient in respect of wheelchair friendly access to premises as there are financial implications for businesses.

Resolution (ii): Marked disabled parking for business

Business premises are in compliance and adhering to wheelchair friendly access to business premises

Resolution (iii): Public ablution facilities for disabled persons

Organisers to ensure that ablution facilities are made available at sport events etc. for disabled persons due to the national lockdown all gatherings and sport events was suspended.

Resolution (v): Lack of appointment of disabled people in municipal vacancies

Appointment of disabled persons is included in the Employment Equity Policy of Witzenberg Municipality.

Resolution (ix): Recognising the Witzenberg Association

Council meetings are advertised in the Witzenberg Herald in terms of Section 19 of the Local Government Municipal Systems Act (Act 32 of 2000).

3.3.2 Application for available land for construction of a centre for person with disabilities

The Acting Manager: Socio Economic Development reported the following in respect of the application for available land for construction of a centre for persons with disabilities namely:

- That a portion of service land was identified at the back of the Thusong Centre, Bella Vista, Ceres by the Municipal Manager and the Manager: Legal Services.
- That the above mentioned identified land be discussed with the Chairperson of APD, Mr. D. Adams.

RESOLVED

- (a) ITEM 3.3.1: Community Services: Memorandum: Witzenberg Association for Persons with Disabilities (APD) and Vrolike Vinkies Crèche
- (i) *that the Committee for Community Development take notice of the verbal report made by the Acting Manager: Socio Economic Development.*
- (ii) *that notice be taken of the outstanding matter.*
- (b) ITEM 3.3.2: Application for available land for constructions of centre for persons with disabilities
- (i) *that the Committee for Community Development take notice of the verbal report made by the Acting Manager: Socio Economic Development.*
- (ii) *that the matter in respect of the application for available land for construction of a centre for persons with disabilities be referred to the Committee for Corporate and Financial Services for further deliberation.*

BESLUIT

- (a) ITEM 3.3.1: Gemeenskapsdienste: Memorandum: Witzenberg Vereniging vir Persone met Gestremdhede (APD) en Vrolike Vinkies Crèche
- (i) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die mondelinge verslag wat deur die Waarnemende Bestuurder: Sosio Ekonomiese Ontwikkeling gemaak is.*
- (ii) *dat kennis geneem word van die uitstaande saak.*
- (b) ITEM 3.3.2: Aansoek om beskikbare grond vir konstruksies van sentrums vir persone met gestremdhede
- (i) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die mondelinge verslag wat deur die Waarnemende Bestuurder: Sosio Ekonomiese Ontwikkeling gemaak is.*
- (ii) *dat die aangeleentheid rakende die aansoek om beskikbare grond vir die oprigting van 'n sentrum vir persone met gestremdhede, na die Komitee vir Korporatiewe en Finansiële Dienste verwys word vir verdere beraadslaging.*

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER (03/1/2/3)

The Chairperson convey his condolences on behalf of the Committee with the passing of late Mr Nolan Klaasen, uncle of the Executive Mayor, Alderman Barnito Klaasen and his family.

The Chairperson informed the meeting that he will consult with the Municipal Manager to grant the South African Police Services, Haven Night Shelter and the Sport Council of Witzenberg access to attend virtual meetings (Microsoft Teams) of the Committee for Community Development in future.

Manager: Disaster Management and Fire Services confirmed that the Pine Forest Holiday Resort will be closed as a quarantine site from Friday, 11 September 2020 due to lack of COVID-19 infected persons.

RESOLVED

that the Chairperson consult with the Municipal Manager to grant the South African Police Services, Haven Night Shelter and the Sport Council of Witzenberg access to attend virtual meetings (Microsoft teams) of the Committee for Community Development.

BESLUIT

dat die Voorsitter die Munisipale Bestuurder raadpleeg om die Suid-Afrikaanse Polisiedienste, Haven Nagskuiing en die Sportraad van Witzenberg toegang te verleen om virtuele vergaderings (Microsoft-Teams) van die Komitee vir Gemeenskapsontwikkeling by te woon.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly report of the Section Socio-Economic Development for July 2020 / Maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Julie 2020 (09/1/2/4)

The monthly report of the Section Socio-Economic Development for July 2020 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Julie 2020 word ingebind as **bylae 6.1**.

RESOLVED

(a) *that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Socio-Economic Development for July 2020 and same be accepted.*

(b) *that the Acting Manager: Socio Economic Development follow up with the Manager: Legal Services in respect of the Lease Agreement between the Witzenberg Municipality and the Haven Night Shelter and table a comprehensive report at the next Committee meeting.*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Julie 2020 en dat die verslag aanvaar word.*
- (b) *dat die Waarnemende Bestuurder: Sosio Ekonomiese Ontwikkeling opvolg met Bestuurder Regsdienste ten opsigte van huurooreenkoms tussen Witzenberg Munisipaliteit en die Haven Nagskuiling wat verval het en 'n volledige verslag ter tafel lê by die eerskomende komiteevergadering.*

6.2 Monthly reports of the Section Libraries for April until June and July 2020 / Maandverslae van die Afdeling Biblioteke vir April tot Junie en Julie 2020 (9/1/2/4)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

- | | | |
|-----|------------------------------|--------------------------------|
| (a) | April until June /Junie 2020 | Annexure / Bylae 6.2(a) |
| (b) | July / Julie 2020 | Annexure / Bylae 6.2(b) |

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Libraries for April until June and July 2020 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Biblioteke vir April tot Junie en Julie 2020 en dat die verslae aanvaar word.

6.3 Monthly report of the Section Amenities and Environment for July 2020 / Maandverslag van die Afdeling Geriewe en Omgewing vir Julie 2020 (09/1/2/4)

The monthly report of the Section Amenities and Environment for July 2020 is attached as **annexure 6.3**.

Die maandverslag van die Afdeling Geriewe en Omgewing vir Julie 2020 word ingebind as **bylae 6.3**.

The Chairperson thanked the Manager: Amenities and Environmental for taking the necessary action to address hawkers and traders doing business on payments in Ceres, Bella Vista etc. which hampers commuters and motorists.

RESOLVED

- (a) *that the Manager: Amenities and Environment ensures that the fallen tree trunks be removed at the Eiland Holiday Resort, Ceres.*
- (b) *that the Manager: Amenities and Environment consult with the Municipal Manager in respect of the stray animals roaming streets and roads within the Witzenberg to address the problem as a matter of urgency.*

- (c) *that the Manager: Amenities and Environment in consultation with the Senior Superintendent Waste and Cleansing Services to remove the waste and refuse at the public open space near the Old Malikhanye Crèche in Pine Valley, Wolseley.*
- (d) *that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Amenities and Environment for July 2020 and same be accepted.*

BESLUIT

- (a) *dat die Bestuurder: Geriewe en Omgewing verseker dat die takke wat geval het by Die Eiland Vakansieoord, Ceres verwyder word.*
- (b) *dat die Bestuurder: Geriewe en Omgewing konsulteer met die Munisipale Bestuurder om die rondloper diere wat in strate en paaie beweeg in Witzenberg aan te spreek as 'n dringendheid.*
- (c) *dat die Bestuurder: Geriewe en Omgewing met die Senior Superintendent: Vaste Afval en Reinigingsdienste konsulteer om die rommel by openbare oop ruimtes naby die ou Malikhanye Creche skoon te maak te Pine Valley, Wolseley.*
- (d) *dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Geriewe en Omgewing vir Julie 2020 en dat die verslag aanvaar word.*

6.4 Monthly reports of the Section Resorts and Swimming Pools for March, April, May, June en July 2020 / Maandverslae van die Afdeling Oorde en Swembaddens vir Maart, April, Mei, Junie en Julie 2020 (9/1/2/4)

No monthly reports of the Section Resorts and Swimming Pools for March, April, May, June and July 2020 are received / Geen maandverslae van die Afdeling Oorde en Swembaddens vir Maart, April, Mei, Junie en Julie 2020 is ontvang.

RESOLVED

that the Chairperson, Alderman K Adams requests the Municipal Manager to delegate Mr R Afrika to act as Acting Manager: Resorts- and Swimming Pools and to attend the meetings of the Committee for Community Development in future.

BESLUIT

dat die Voorsitter, Raadsheer, K Adams die Munisipale Bestuurder versoek om mnr. R Afrika te delegeer om as Waarnemende Bestuurder: Oorde- en Swembaddens op te tree en die vergaderings van die Komitee vir Gemeenskapsontwikkeling in die toekoms by te woon.

6.5 Monthly report: Section Disaster and Emergency Management and Fire Services for July 2020 / Maandverslag: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Julie 2020 (9/1/2/4)

The monthly report of the Section Disaster and Emergency Management and Fire Services for July 2020 is attached as **annexure 6.5**.

Die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste word ingebind word ingebind as **bylae 6.5**.

RESOLVED

that the Committee for Community Development, after consideration, takes notice of the content of the monthly report of the Section Disaster and Emergency Management and Fire Services for July 2020 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die inhoud van die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Julie 2020 en dat die verslae aanvaar word.

6.6 Risk Management: Fourth quarter 2019/2020 Risk Management Report Committee for Community Development (9/1/2/2)

Item 6.7 of the meeting of the Committee for Community Development, held on 25 July 2019 refers.

Council resolved per item 8.4.2 of 26 October 2016:

- (a) that the review of the Quarterly Risk Matrix Report be delegated to the relevant Portfolio Committees.
- (b) that the standardised agenda item for the Quarterly Risk Matrix Report be accepted.

A Risk Management report for the Committee for Community Development, Fourth quarter 2019/2020, dated 17 August 2020, is attached as **annexure 6.6**.

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 Community Development, after consideration, takes notice of the Risk Management Report of the Directorate: Community Services for the Fourth Quarter of 2019/2020 and same be approved and accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling, na oorweging, kennis neem van die Risiko Bestuursverslag van die Direkoraat vir Gemeenskapontwikkeling vir die Vierde Kwartaal van 2019/2020 en dat die verslag goedgekeur en aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

**7.1 Lease of Portion of Erf 1, Pine Valley, Wolseley: Old Malikhanye Crèche
(7/1/4/1)**

A memorandum dated, 24 August 2020 received from Acting Manager: Socio-Economic Development is attached as **annexure 7.1**.

'n Memorandum gedateer, 24 Augustus 2020 ontvang vanaf Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling word ingebind as **bylae 7.1**.

RESOLVED

that the Committee for Local Economic Development and Tourism recommends to Executive Mayoral Committee and Council

- (i) that Council enters into a Lease Agreement with the Holy Tabernacle of God Church in conjunction with the Pine Valley Neighbourhood watch to utilise the portion of erf 1, Pine Valley, Wolseley for socio or community development purposes.*
- (ii) that Council gives approval for leasing of the building in Pine Valley, Wolseley (Portion of plot 1) for a period of three (3) years on condition that Council will reconsider the Lease Agreement after three years.*
- (iii) that the Municipal Manager be mandated to sign the Lease Agreement on behalf of Council.*
- (iv) that the property that is to be leased not be required for provision of minimum level of basic services (MFMA Section 14.2a)*
- (v) That the fair market value not be applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 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.*

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

**8.1 Ceres Rolbalklub Erf 1198, Phillipstraat, Ceres: Voorgenome uitbreiding van Klubhuis
(07/1/3)**

'n Memorandum vanaf die Bestuurder: Omgewing en Geriewe, gedateer 8 September 2020, word ingebind as **bylae 8.1**.

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

- (i) dat die Raad goedkeuring verleen van die beoogde uitbreidings aan die Klubhuis.*
- (ii) dat die Raad 'n lang termyn huurooreenkoms met die Rolbalklub sluit.*

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 11:05 / Die vergadering verdaag om 11:05.

Goedgekeur op _____

ALDERMAN K ADAMS / RAADSHEER K ADAMS
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE VIRTUAL MEETING (MICROSOFT TEAMS) OF THE COMMITTEE FOR TECHNICAL SERVICES OF WITZENBERG MUNICIPALITY, HELD ON WEDNESDAY, 18 NOVEMBER 2020 AT 10:00

NOTULE VAN DIE VIRTUELE VERGADERING (MICROSOFT TEAMS) VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 18 NOVEMBER 2020 OM 10:00

PRESENT / TEENWOORDIG

Alderman / Raadsheer JJ Visagie (Chairperson / Voorsitter) (DA)
Councillor / Raadslid D Swart (DA)
Councillor / Raadslid R Simpson (ANC)
Councillor / Raadslid MD Jacobs (EFF)
Councillor / Raadslid M Mdala (ANC)

Officials

Mr / Mnr J Barnard (Director: Technical Services / Direkteur: Tegniese Dienste
Mr / Mnr H Taljaard (Manager: Town Planning and Building Control / Bestuurder: Stadsbeplanning en Boubeheer)
Mr / Mnr J Jacobs (Senior Superintendent: Solid Waste and Cleansing Services / Senior Superintendent: Vaste Afval- en Reinigingsdienste)
Mr / Mnr N Jacobs (Manager: Water and Sewerage / Bestuurder: Water en Riolerings)
Mr / Mnr E Linthorn (Manager: Streets and Storm Water / Bestuurder: Strate en Stormwater)
Mr / Mnr P Van den Heever (Senior Manager: Electro-Technical Services / Senior Bestuurder: Elektro-Tegniese Dienste)
Mr / Mnr CG Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Mr / Mnr R Rhode (IT Administrator / IT Administrateur)
Ms / Me W Roode (Word Processor Operator / Woordverwerker Operateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor MD Jacobs to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek Raadslid MD Jacobs om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

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

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie.

RESOLVED

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

BESLUIT

dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie.

3. MINUTES / NOTULES

3.1 Matters / Corrections from the minutes (3/1/2/3)

None

NOTED

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

The minutes of the meeting of the Committee for Technical Services, held on 9 September 2020, are attached as **annexure 3.2**.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 9 September 2020, word ingebind as **bylae 3.2**.

RESOLVED

that the minutes of the meeting of the Committee for Technical Services held on 9 September 2020, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Tegniese Dienste gehou op 9 September 2020, goedgekeur en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWER

**6.1 Risk Management: Risk Management Report: Directorate for Technical Services / Risiko
Bestuur: Risiko Bestuur Verslag: Direktoraat Tegniese Dienste
(9/1/2/2)**

This is a quarterly report / Hierdie is 'n kwartaallikse verslag.

None / Geen

NOTED / AANGETEKEN

**6.2 Minutes of a meeting of the Planning Tribunal of Witzenberg Municipality: 27 August 2020 /
Notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg:
27 Augustus 2020
(15/04/P)**

The minutes of a meeting of the Planning Tribunal of Witzenberg Municipality, held on 27 August 2020, is attached as **annexure 6.2**.

Die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 27 Augustus 2020, word ingebind as **bylae 6.2**.

RESOLVED

that the Committee for Technical Services took notice of the minutes of a meeting of the Planning Tribunal of Witzenberg Municipality, held on 27 August 2020, and accepted same.

BESLUIT

dat die Komitee vir Tegniiese Dienste kennis neem van die notule van 'n vergadering van die Beplanningstribunaal van Munisipaliteit Witzenberg, gehou op 27 Augustus 2020, en dat dit aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

**7.1 Consumers use of generators to prevent peaking in notified maximum demand periods during peak season / Verbruikers gebruik kragopwekkers om 'n hoogtepunt in die aangemelde maksimum vraagperiodes gedurende die spitsseisoen te voorkom
(16/03/9)**

A memorandum from the Senior Manager: Electro-Technical Services, dated 8 September 2020, is attached as **annexure 7.1**.

'n Memorandum vanaf die Senior Bestuurder: Elektrotegniese Dienste, gedateer 8 September 2020, word ingebind as **bylae 7.1**.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

- (a) that Ceres Cold Storage be informed that the municipality in principle agrees to their proposed concept of installing generators to prevent additional peaking loads during the peak seasons.*
- (b) that should Ceres Cold Storage decide to pursue the above option, they at own cost conduct and make available to Council a detailed study done by a reputable consultant proving that the concept will work.*
- (c) that the municipality provides all information to Ceres Cold Storage relevant to the abovementioned study and that the results of the study be submitted to Council, if required, for final consideration.*

**7.2 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres
(07/01/4/1 & 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.
- (i) Item 7.5 of the meeting of the Committee for Technical Services, held on 20 November 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:

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.

Minutes: Committee for Technical Services:
Notule: Komitee vir Tegniese Dienste:
18 November 2020

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.

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.

The Committee for Technical Services resolved on 20 November 2019 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.

A report from the Senior Manager: Town Planning and Building Control, dated 27 January 2020, is attached as **annexure 7.2**.

'n Memorandum vanaf die Senior Bestuurder: Stadsbeplanning en Boubeheer, gedateer 27 Januarie 2020, word ingebind as **bylae 7.2**.

RESOLVED

- (a) *that the Committee for Technical Services took notice of the application for the relocation of the established Nduli Carwash to erf 5145, Nduli, Ceres.*
- (b) *that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council that the application to relocate the established Ngcani Carwash Business to erf 5145 on the corner of Chris Hani Street and the R46 adjacent to the Mooiblom settlement (Nduli) be approved in principle on the following conditions:*
 - (i) *that the applicant submits a site development plan to the Section Town Planning and Building Control.*
 - (ii) *that the application for departure from the zoning be submitted in the event the proposal is found to be suitable.*

**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
(16/3/R)**

**9.1 27 Jacobs Street, Bella Vista, Ceres: Reconnection of electricity
(16/3/R)**

A Committee member enquired with regard to the meeting that the home owners of 27 Jacobs Street, Bella Vista, who are experiencing difficulties to reconnect their electricity.

The Director: Technical Services mentioned that quotations and an order number was obtained to appoint a contractor to repair the damaged electricity cables.

NOTED

**9.1.2 Transporting of mining sand: Prince Alfred's Hamlet
(16/04/4/1/1)**

A Committee member enquired whether ASLA has a permit to mine sand in the mountains in Prince Alfred's Hamlet.

Director: Technical Services reported that a license was obtained and approved for mining purposes at Prince Alfred's Hamlet. An item in respect of sand mining in Prince Alfred's Hamlet will be tabled at the next meeting for the Committee Technical Services.

NOTED

**9.1.3 Phakamisa Street, Nduli, Ceres: Regular electricity power outage
(16/03/R)**

A Committee member enquired in respect of the regular power outage in Phakamisa Street, Nduli, Ceres.

The Senior Manager: Electro-Technical Services informed the Committee that he is aware of the problem, which is caused by illegal connections that overload the network.

NOTED

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:35 / Die vergadering verdaag om 10:35.

Approved on _____

ALDERMAN / RAADSHEER JJ VISAGIE
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE VIRTUAL (MICROSOFT TEAMS) MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 19 NOVEMBER 2020 AT 14:00

NOTULE VAN DIE VIRTUELE (MICROSOFT TEAMS) VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 19 NOVEMBER 2020 OM 14:00

Aldermen / Raadshere

H Smit (Chairperson / Voorsitter) (DA)
J Schuurman (ANC)

Councillors / Raadslede

D Kinnear (DA)
MJ Ndaba (ANC)
T Mgoboza (ANC)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr G Louw (Head: Internal Audit / Hoof: Interne Oudit)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Ms / Me I Barnard (Manager: Human Resources / Bestuurder: Menslike Hulpbronne)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)
Ms / Me L Nieuwenhuis (Manager: Legal Services / Bestuurder: Regsdienste)
Ms / Me C Stevens (Manager: Income / Bestuurder: Inkomste)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr R Rhode (IT Administrator / IT Administrateur)
Ms / Me E Lewis (Word Processor Operator / Woordverwerkeroperateur)

OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested thereafter Councillor D Kinnear to open the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek daarna raadslid D Kinnear 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)

Apologies for leave of absence from the meeting were received from Director: Corporate Services and Acting Director: Finance.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Direkteur: Korporatiewe Dienste en Waarnemende Direkteur: Finansies.

RESOLVED

that notice be taken of the apologies for absence from the meeting, received from the Director: Corporate Services and Acting Director: Finance and same be approved and accepted.

BESLUIT

dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Korporatiewe Dienste en Waarnemende Direkteur: Finansies en dat dit aanvaar word.

3. **MINUTES / NOTULES**

3.1 **Matters / Corrections from the minutes**
(3/1/2/3)

None / Geen

NOTED / AANGETEKEN

3.2 **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 10 September 2020, are attached as **annexure 3.2**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 10 September 2020, word ingebind as **bylae 3.2**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 10 September 2020, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 10 September 2020, goedgekeur en deur die Voorsitter onderteken word.

**3.3. Outstanding Matters / Uitstaande Sake
(3/3/2)**

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUD MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Monthly reports: Directorate: Corporate Services: August, September and October 2020 /
Maandverslae: Direktooraat: Korporatiewe Dienste: Augustus, September en Oktober 2020
(09/1/2/1)**

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

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

- | | | |
|-----|------------------------|------------------------|
| (a) | August / Augustus 2020 | Annexuer 6.1(a) |
| (b) | September 2020 | Annexuer 6.1(b) |
| (c) | October / Oktober 2020 | Annexuer 6.1(c) |

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly reports of the Directorate: Corporate Services for August, September and October 2020 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslae van die Direktooraat: Korporatiewe Dienste vir Augustus, September en Oktober 2020 en dat die verslae aanvaar word.

**6.2 Risk Management Report Committee for Corporate and Financial Services
(9/1/2/2)**

This is a standing quarterly item. / Hierdie is 'n staande kwartaallikse item.

Geen / None

**6.3 Community Services: Stand for vendor hawker: Big Bite Road House
(17/18/R)**

Item 7.1 of the Committee for Local Economic Development and Tourism, held on 9 September 2020, refers.

Item 7.1 van die Komitee vir Plaaslike Ekonomies en Toerisme, gehou op 9 September 2020, verwys.

A memorandum received from the Acting Manager: Socio-Economic Development, dated 6 July 2020, is attached as **annexure 6.3**.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 6 Julie 2020, word aangeheg as **bylae 6.3**.

The following recommendation was tabled to the Committee for Local Economic Development and Tourism:

- (a) that, after providing inputs regarding the abovementioned proposal, the Committee recommends the applicant for lease of a single unit of the Prince Alfred's Hamlet Small Business Hub to the Executive Mayoral Committee and Council.
- (b) that the lease amount not be market related in order to ensure and assist that the businesses can be successful (current single unit lease is R 600-00 per month).
- (c) That the Municipal Manager and Acting Manager: Socio-Economic Development evaluates the success of the businesses when in operation.

The Committee for Local Economic Development and Tourism resolved on 9 September 2020 that the matter in respect of the stand for vendor hawker at Big Bite Road House be referred to the Committee for Corporate and Financial Services for an investigation and thereafter back to the Committee for Local Economic and Tourism.

RESOLVED

that the matter in respect of the Stand for vendor hawker: Big Bite Road House be held in abeyance in awaiting for the investigation reports from the Acting Manager: Socio Economic Development and Manager: Traffic Services.

RESOLVED

dat die aangeleentheid rakende die Staanplek vir smous: Big Bite Road House oorsaak in afwagting van die ondersoek verslae vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling en Bestuurder: Verkeersdienste.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Directorate Finance / Direktoraat Finansies

**Section 71 Monthly Budget Statement Reports of Directorate Finance: August and September 2020 /
Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies: August en September 2020
(9/1/2/2)**

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:
Die volgende Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies word ingebind:

- | | | |
|-----|------------------------|------------------------|
| (a) | August / Augustus 2020 | Annexuer 7.1(a) |
| (b) | September 2020 | Annexuer 7.1(b) |

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 August and September 2020 and same be approved and 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 Begrotingsverslae van die Direktoraat Finansies vir August en September 2020 en dat die verslae goedgekeur en aanvaar word.

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

None / Geen

NOTED / AANGETEKEN

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



Monthly Budget Statement Report Section 71 for October 2020

**Financial data is in respect of the period
1 July 2020 to 30 June 2021**

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 wesenslike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesenslike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) 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 13.2 million.

The monthly billing was also done as scheduled and during this process 17505 accounts amounting to R 31,8 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 1.7 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 86%.

The municipality issued orders to the value of R 30.7 million of which R 0.2 million was in terms of deviations.

The municipality currently has R 151 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 October 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 13.2 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 17505 rekeninge ten bedrae van R 31.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 5 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen.

Die opgehoopde debiteure verhouding se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 86%

Bestellings ter waarde van R 30.7 miljoen uitgereik, waarvan R 0.2 miljoen ten opsigte van afwykings is.

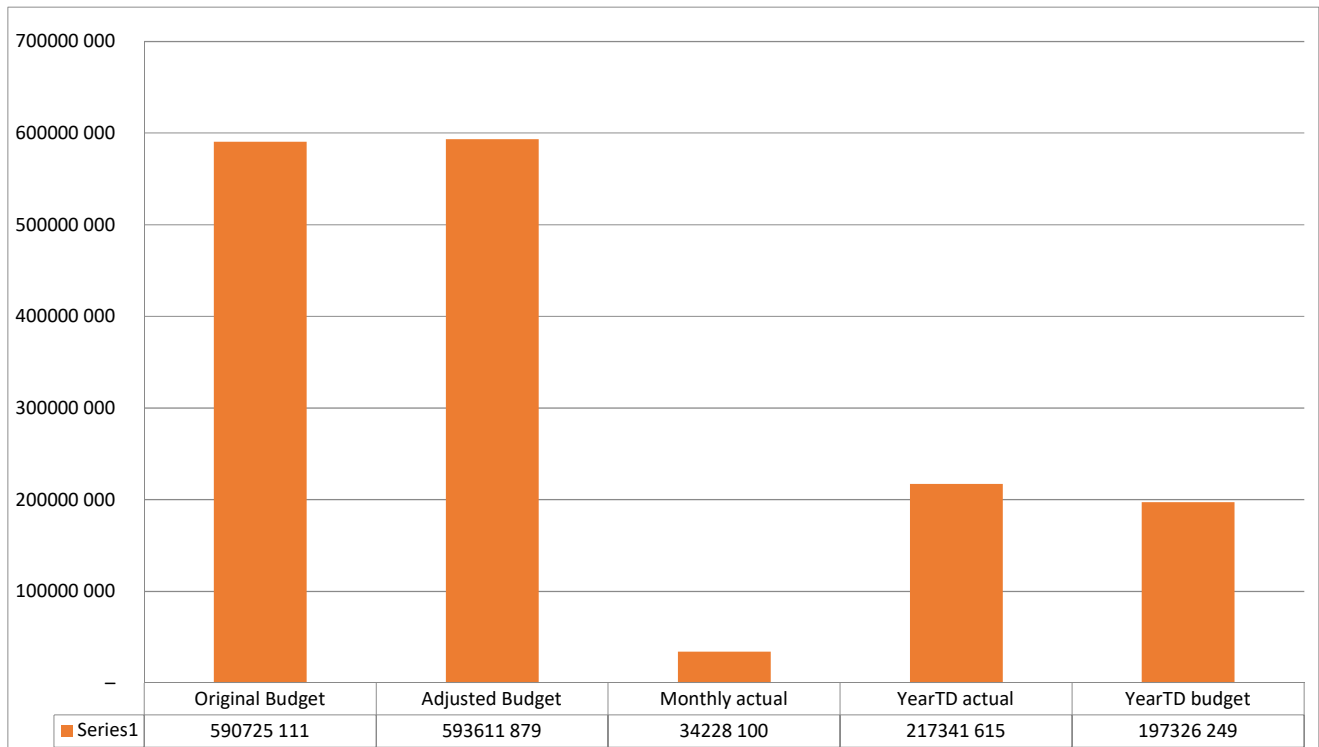
Die munisipaliteit het R 151 miljoen in die primêre bankrekening en geen beleggings nie.

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Oktober 2020 .

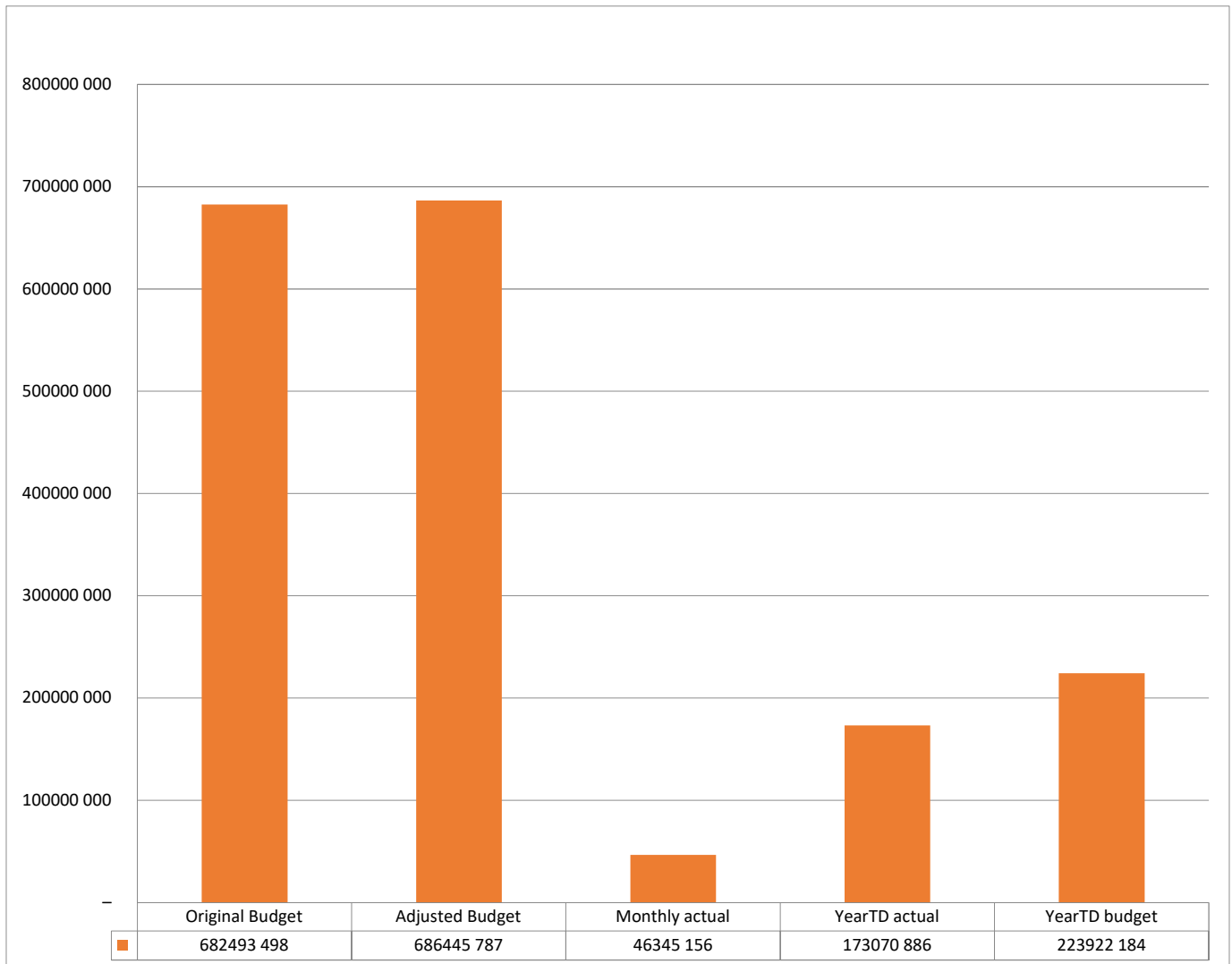
C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE

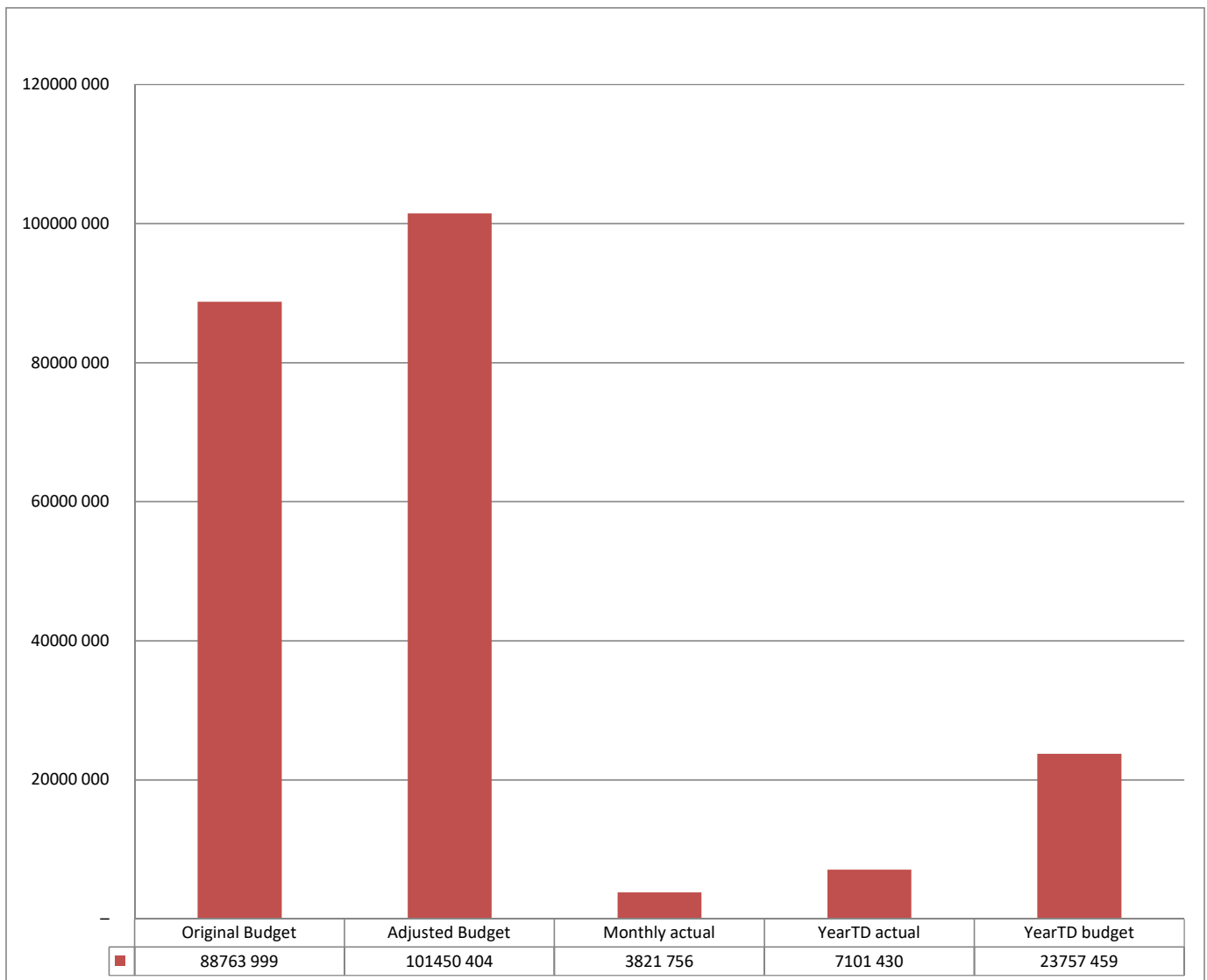
For the period 1 July 2020 to 31 October 2020, 36,61% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2020 tot 31 Oktober 2020, is 36,61% van die begrote operasionele inkomste gehêf.

TOTAL OPERATIONAL EXPENDITURE

For the period 1 July 2020 to 31 October 2020, 25,21% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2020 tot 31 Oktober 2020, is 25,21% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE

For the period 1 July 2020 to 31 October 2020, 7% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2020 tot 31 Oktober 2020, is 7% van die begrote kapitale uitgawes aangegaan.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M04 October

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									
Property rates	–	76 388	76 388	4 087	46 597	25 463	21 135	83%	76 388
Service charges	–	341 732	341 732	28 525	119 803	113 910	5 893	5%	341 732
Investment revenue	–	9 129	9 129	231	1 061	3 043	(1 982)	-65%	9 129
Transfers recognised - operational	–	116 989	119 876	108	46 162	39 903	6 259	16%	119 876
Other own revenue	–	46 486	46 486	1 277	3 717	15 008	(11 290)	-75%	46 486
transfers and contributions)	–	590 725	593 612	34 228	217 342	197 326	20 015	10%	593 612
Employee costs	–	226 182	226 182	17 565	66 764	73 761	(6 998)	-9%	226 182
Remuneration of Councillors	–	12 032	12 032	825	3 299	4 011	(712)	-18%	12 032
Depreciation & asset impairment	–	40 688	40 688	–	2	13 563	(13 561)	-100%	40 688
Finance charges	–	9 181	9 181	(0)	41	3 060	(3 019)	-99%	9 181
Materials and bulk purchases	–	252 289	252 103	16 537	71 760	84 030	(12 270)	-15%	252 103
Transfers and grants	–	2 179	2 179	275	441	693	(252)	-36%	2 179
Other expenditure	–	139 944	144 082	11 144	30 765	44 805	(14 040)	-31%	144 082
Total Expenditure	–	682 493	686 446	46 345	173 071	223 922	(50 851)	-23%	686 446
Surplus/(Deficit)	–	(91 768)	(92 834)	(12 117)	44 271	(26 596)	70 867	-266%	(92 834)
Transfers recognised - capital	–	78 716	84 964	–	–	21 127	(21 127)	-100%	84 964
Contributions & Contributed assets	–	–	501	–	–	125	(125)	-100%	501
& contributions	–	(13 052)	(7 369)	(12 117)	44 271	(5 343)	49 614	-929%	(7 369)
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	–	(13 052)	(7 369)	(12 117)	44 271	(5 343)	49 614	-929%	(7 369)
Capital expenditure & funds sources									
Capital expenditure	–	88 764	101 450	3 822	7 101	23 757	(16 656)	-70%	101 450
Capital transfers recognised	–	78 716	85 465	3 231	4 933	20 760	(15 827)	-76%	85 465
Public contributions & donations	–	–	–	–	–	–	–	–	–
Borrowing	–	–	–	–	–	–	–	–	–
Internally generated funds	–	10 048	15 985	591	2 168	2 997	(829)	-28%	15 985
Total sources of capital funds	–	88 764	101 450	3 822	7 101	23 757	(16 656)	-70%	101 450
Financial position									
Total current assets	–	108 824	185 556		263 936				185 556
Total non current assets	–	1 049 210	1 052 677		949 835				1 052 677
Total current liabilities	–	130 550	205 180		154 240				205 180
Total non current liabilities	–	185 378	170 101		112 944				170 101
Community wealth/Equity	–	842 106	862 953		946 587				862 953
Cash flows									
Net cash from (used) operating	–	62 440	75 240	1 541	23 731	180 870	(157 139)	-87%	(601 070)
Net cash from (used) investing	–	(88 764)	(96 878)	(3 550)	(8 017)	(23 757)	15 741	-66%	(101 450)
Net cash from (used) financing	–	(1 500)	–	23	(8)	–	(8)	–	(8)
end	–	38 463	107 316	–	146 092	286 067	(139 975)	-49%	(570 617)
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									
Creditors Age Analysis									

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	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									
Executive and council	–	–	–	3	10	–	10	#DIV/0!	–
Finance and administration	–	101 030	104 019	4 938	48 940	34 159	14 781	43%	104 019
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	–	142 111	142 833	676	48 234	47 268	966	2%	117 927
Community and social services	–	114 880	114 880	102	46 176	38 266	7 910	21%	114 880
Sport and recreation	–	1 805	1 805	15	117	527	(410)	-78%	1 805
Public safety	–	24 912	25 634	558	1 941	8 304	(6 363)	-77%	728
Housing	–	514	514	–	–	171	(171)	-100%	514
Economic and environmental services	–	20 173	25 596	143	596	6 980	(6 385)	-91%	25 596
Planning and development	–	2 512	3 958	143	592	1 199	(607)	-51%	3 958
Road transport	–	17 647	21 625	–	3	5 777	(5 773)	-100%	21 625
Environmental protection	–	13	13	–	–	4	(4)	-100%	13
Trading services	–	406 013	406 514	28 468	119 557	130 133	(10 576)	-8%	406 514
Energy sources	–	265 685	265 685	19 837	89 165	88 562	604	1%	265 685
Water management	–	64 856	64 856	3 590	12 332	19 258	(6 926)	-36%	64 856
Waste water management	–	43 424	43 424	2 710	8 872	12 286	(3 414)	-28%	43 424
Waste management	–	32 047	32 549	2 331	9 188	10 028	(840)	-8%	32 549
Total Revenue - Functional	–	669 441	679 077	34 228	217 342	218 579	(1 237)	-1%	654 171
Expenditure - Functional									
Governance and administration	–	150 869	153 684	10 031	37 337	47 901	(10 564)	-22%	153 684
Executive and council	–	30 612	30 612	1 727	7 191	10 204	(3 013)	-30%	30 612
Finance and administration	–	117 451	120 267	8 050	29 210	36 895	(7 685)	-21%	120 267
Internal audit	–	2 805	2 805	254	937	802	135	17%	2 805
Community and public safety	–	107 225	107 174	6 539	24 615	35 626	(11 010)	-31%	74 853
Community and social services	–	28 760	28 759	1 879	6 900	9 548	(2 648)	-28%	28 759
Sport and recreation	–	30 457	30 453	1 870	7 202	10 151	(2 949)	-29%	30 453
Public safety	–	42 200	42 158	2 406	9 032	14 049	(5 017)	-36%	9 838
Housing	–	5 807	5 803	383	1 482	1 877	(396)	-21%	5 803
Economic and environmental services	–	38 426	38 327	3 590	8 991	11 792	(2 801)	-24%	38 327
Planning and development	–	12 992	12 989	844	3 222	3 827	(606)	-16%	12 989
Road transport	–	23 425	23 329	2 716	5 661	7 295	(1 634)	-22%	23 329
Environmental protection	–	2 009	2 009	31	108	670	(562)	-84%	2 009
Trading services	–	385 015	386 302	25 962	101 905	128 284	(26 379)	-21%	386 302
Energy sources	–	268 463	270 437	16 677	74 830	89 804	(14 974)	-17%	270 437
Water management	–	35 733	35 644	2 898	9 332	11 746	(2 413)	-21%	35 644
Waste water management	–	34 766	34 774	2 573	7 900	11 591	(3 691)	-32%	34 774
Waste management	–	46 053	45 447	3 814	9 842	15 143	(5 301)	-35%	45 447
Other	–	959	959	223	223	320	(97)	-30%	959
Total Expenditure - Functional	–	682 493	686 446	46 346	173 072	223 922	(50 850)	-23%	654 125
Surplus/ (Deficit) for the year	–	(13 052)	(7 369)	(12 118)	44 270	(5 343)	49 613		46

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	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									
Executive and council	-	-	-	3	10	-	10		-
Mayor and Council	-	-	-	3	10	-	10		-
Municipal Manager, Town Secretary and Chief	-	-	-	-	-	-	-		-
Finance and administration	-	101 030	104 019	4 938	48 940	34 159	14 781	43%	104 019
Administrative and Corporate Support	-	9	9	-	-	3	(3)	-100%	9
Asset Management	-	-	-	-	-	-	-		-
Finance	-	100 446	103 435	4 933	48 908	33 965	14 943	44%	103 435
Fleet Management	-	-	-	-	-	-	-		-
Human Resources	-	552	552	-	-	184	(184)	-100%	552
Information Technology	-	-	-	-	-	-	-		-
Legal Services	-	-	-	-	-	-	-		-
Marketing, Customer Relations, Publicity and Media	-	4	4	-	-	1	(1)	-100%	4
Property Services	-	-	-	-	-	-	-		-
Risk Management	-	-	-	-	-	-	-		-
Security Services	-	-	-	-	-	-	-		-
Supply Chain Management	-	18	18	5	32	6	26	442%	18
Valuation Service	-	-	-	-	-	-	-		-
Internal audit	-	-	-	-	-	-	-		-
Governance Function	-	-	-	-	-	-	-		-
Community and public safety	-	142 111	142 833	676	48 234	47 268	966	2%	117 927
Community and social services	-	114 880	114 880	102	46 176	38 266	7 910	21%	114 880
Aged Care	-	104 406	104 406	81	46 074	34 802	11 272	32%	104 406
Agricultural	-	-	-	-	-	-	-		-
Animal Care and Diseases	-	-	-	-	-	-	-		-
Cemeteries, Funeral Parlours and Crematoriums	-	233	233	21	102	78	24	31%	233
Child Care Facilities	-	-	-	-	-	-	-		-
Community Halls and Facilities	-	405	405	-	-	108	(108)	-100%	405
Consumer Protection	-	-	-	-	-	-	-		-
Cultural Matters	-	-	-	-	-	-	-		-
Disaster Management	-	-	-	-	-	-	-		-
Education	-	-	-	-	-	-	-		-
Indigenous and Customary Law	-	-	-	-	-	-	-		-
Industrial Promotion	-	-	-	-	-	-	-		-
Language Policy	-	-	-	-	-	-	-		-
Libraries and Archives	-	9 836	9 836	0	1	3 279	(3 278)	-100%	9 836
Literacy Programmes	-	-	-	-	-	-	-		-
Media Services	-	-	-	-	-	-	-		-
Museums and Art Galleries	-	-	-	-	-	-	-		-
Population Development	-	-	-	-	-	-	-		-
Provincial Cultural Matters	-	-	-	-	-	-	-		-
Theatres	-	-	-	-	-	-	-		-
Zoo's	-	-	-	-	-	-	-		-
Sport and recreation	-	1 805	1 805	15	117	527	(410)	-78%	1 805
Beaches and Jetties	-	-	-	-	-	-	-		-
Community Parks (including Nurseries)	-	-	-	-	-	-	-		-
Sports Grounds and Stadiums	-	1 032	1 032	-	-	271	(271)	-100%	1 032

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									
Public safety	–	24 912	25 634	558	1 941	8 304	(6 363)	-77%	728
Civil Defence	–	–	–	–	–	–	–		–
Cleansing	–	–	–	–	–	–	–		–
Control of Public Nuisances	–	–	–	–	–	–	–		–
Fencing and Fences	–	–	–	–	–	–	–		–
Fire Fighting and Protection	–	6	728	–	–	2	(2)	(0)	728
Licensing and Control of Animals	–	–	–	–	–	–	–		–
Police Forces, Traffic and Street Parking Control	–	24 906	24 906	558	1 941	8 302	(6 361)	(0)	24 906
Pounds	–	–	–	–	–	–	–		–
Housing	–	514	514	–	–	171	(171)	-100%	514
Housing	–	514	514	–	–	171	(171)	-100%	514
Informal Settlements	–	–	–	–	–	–	–		–
Health	–	–	–	–	–	–	–		–
Ambulance	–	–	–	–	–	–	–		–
Health Services	–	–	–	–	–	–	–		–
Laboratory Services	–	–	–	–	–	–	–		–
Food Control	–	–	–	–	–	–	–		–
Health Surveillance and Prevention of Communicable Diseases including immunizations	–	–	–	–	–	–	–		–
Vector Control	–	–	–	–	–	–	–		–
Chemical Safety	–	–	–	–	–	–	–		–
Corporate Wide Strategic Planning (IDPs, LEDS)	–	–	–	–	–	–	–		–
Central City Improvement District	–	–	–	–	–	–	–		–
Development Facilitation	–	–	–	–	–	–	–		–
Economic Development/Planning	–	–	1 445	–	–	361	(361)	-100%	1 445
Regional Planning and Development	–	–	–	–	–	–	–		–
Town Planning, Building Regulations and	–	1 882	1 882	143	592	627	(35)	-6%	1 882
Project Management Unit	–	630	630	–	–	210	(210)	-100%	630
Provincial Planning	–	–	–	–	–	–	–		–
Support to Local Municipalities	–	–	–	–	–	–	–		–
Road transport	–	17 647	21 625	–	3	5 777	(5 773)	-100%	21 625
Public Transport	–	–	–	–	–	–	–		–
Roads	–	17 647	21 625	–	3	5 777	(5 773)	-100%	21 625
Environmental protection	–	13	13	–	–	4	(4)	-100%	13
Biodiversity and Landscape	–	13	13	–	–	4	(4)	-100%	13
Coastal Protection	–	–	–	–	–	–	–		–
Indigenous Forests	–	–	–	–	–	–	–		–
Nature Conservation	–	–	–	–	–	–	–		–
Pollution Control	–	–	–	–	–	–	–		–
Soil Conservation	–	–	–	–	–	–	–		–
Trading services	–	406 013	406 514	28 468	119 557	130 133	(10 576)	-8%	406 514
Energy sources	–	265 685	265 685	19 837	89 165	88 562	604	1%	265 685
Electricity	–	265 685	265 685	19 837	89 165	88 562	604	1%	265 685
Street Lighting and Signal Systems	–	–	–	–	–	–	–		–
Nonelectric Energy	–	–	–	–	–	–	–		–
Water management	–	64 856	64 856	3 590	12 332	19 258	(6 926)	-36%	64 856
Water Treatment	–	–	–	–	–	–	–		–
Water Distribution	–	64 856	64 856	3 590	12 332	19 258	(6 926)	-36%	64 856
Water Storage	–	–	–	–	–	–	–		–
Waste water management	–	43 424	43 424	2 710	8 872	12 286	(3 414)	-28%	43 424
Public Toilets	–	–	–	–	–	–	–		–
Sewerage	–	29 605	29 605	2 710	8 872	8 831	41	0%	29 605
Storm Water Management	–	13 819	13 819	–	–	3 455	(3 455)	-100%	13 819
Waste Water Treatment	–	–	–	–	–	–	–		–
Waste management	–	32 047	32 549	2 331	9 188	10 028	(840)	-8%	32 549
Recycling	–	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	–	–	–	–	–	–	–		–
Solid Waste Removal	–	32 047	32 549	2 331	9 188	10 028	(840)	-8%	32 549
Street Cleaning	–	–	–	–	–	–	–		–
Other	–	115	115	1	4	38	(34)	-89%	115
Abattoirs	–	–	–	–	–	–	–		–
Air Transport	–	–	–	–	–	–	–		–
Forestry	–	–	–	–	–	–	–		–
Licensing and Regulation	–	115	115	1	4	38	(34)	-89%	115
Markets	–	–	–	–	–	–	–		–
Tourism	–	–	–	–	–	–	–		–
Total Revenue - Functional	–	669 441	679 077	34 228	217 342	218 579	(1 237)	-1%	654 171

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M04 October

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	–	150 869	153 684	10 031	37 337	47 901	(10 564)	-22%	153 684
Executive and council	–	30 612	30 612	1 727	7 191	10 204	(3 013)	-30%	30 612
Mayor and Council	–	19 731	19 731	1 097	4 349	6 577	(2 228)	-34%	19 731
Municipal Manager, Town Secretary and Chief	–	10 881	10 881	630	2 842	3 627	(785)	-22%	10 881
Finance and administration	–	117 451	120 267	8 050	29 210	36 895	(7 685)	-21%	120 267
Administrative and Corporate Support	–	12 535	12 535	1 232	4 193	4 178	15	0%	12 535
Asset Management	–	4 772	4 772	12	24	1 591	(1 567)	-99%	4 772
Finance	–	38 188	41 015	2 555	10 621	12 410	(1 789)	-14%	41 015
Fleet Management	–	2 845	2 845	249	984	945	39	4%	2 845
Human Resources	–	37 508	37 503	2 382	7 534	10 864	(3 330)	-31%	37 503
Information Technology	–	4 002	4 099	433	1 182	1 366	(184)	-13%	4 099
Legal Services	–	3 490	3 490	149	928	943	(15)	-2%	3 490
Marketing, Customer Relations, Publicity and Media	–	3 968	3 964	345	1 217	1 321	(105)	-8%	3 964
Property Services	–	1 239	1 239	55	209	413	(205)	-50%	1 239
Risk Management	–	457	457	–	–	152	(152)	-100%	457
Security Services	–	–	–	–	–	–	–	–	–
Supply Chain Management	–	6 963	6 863	615	2 217	2 288	(70)	-3%	6 863
Valuation Service	–	1 483	1 483	25	101	424	(323)	-76%	1 483
Internal audit	–	2 805	2 805	254	937	802	135	17%	2 805
Governance Function	–	2 805	2 805	254	937	802	135	17%	2 805
Community and public safety	–	107 225	107 174	6 539	24 615	35 626	(6 770)	-19%	74 853
Community and social services	–	28 760	28 759	1 879	6 900	9 548	(2 648)	-28%	28 759
Agricultural	–	–	–	–	–	–	–	–	–
Animal Care and Diseases	–	–	–	–	–	–	–	–	–
Cemeteries, Funeral Parlours and Crematoriums	–	3 585	3 737	280	1 066	1 218	(153)	-13%	3 737
Child Care Facilities	–	896	896	1	1	299	(297)	-100%	896
Community Halls and Facilities	–	6 671	6 681	389	1 483	2 227	(744)	-33%	6 681
Consumer Protection	–	–	–	–	–	–	–	–	–
Cultural Matters	–	–	–	–	–	–	–	–	–
Disaster Management	–	77	77	–	–	26	(26)	-100%	77
Education	–	766	766	–	–	255	(255)	-100%	766
Indigenous and Customary Law	–	–	–	–	–	–	–	–	–
Industrial Promotion	–	–	–	–	–	–	–	–	–
Language Policy	–	–	–	–	–	–	–	–	–
Libraries and Archives	–	11 994	11 982	883	3 302	3 994	(692)	-17%	11 982
Literacy Programmes	–	–	–	–	–	–	–	–	–
Media Services	–	–	–	–	–	–	–	–	–
Museums and Art Galleries	–	–	–	–	–	–	–	–	–
Population Development	–	–	–	–	–	–	–	–	–
Provincial Cultural Matters	–	–	–	–	–	–	–	–	–
Theatres	–	–	–	–	–	–	–	–	–
Zoo's	–	–	–	–	–	–	–	–	–
Sport and recreation	–	30 457	30 453	1 870	7 202	10 151	(2 949)	-29%	30 453
Beaches and Jetties	–	–	–	–	–	–	–	–	–
Casinos, Racing, Gambling, Wagering	–	–	–	–	–	–	–	–	–
Community Parks (including Nurseries)	–	7 262	7 262	603	2 192	2 421	(228)	-9%	7 262
Recreational Facilities	–	17 843	17 839	896	3 532	5 946	(2 414)	-41%	17 839
Sports Grounds and Stadiums	–	5 352	5 352	371	1 477	1 784	(307)	-17%	5 352
Public safety	–	42 200	42 158	2 406	9 032	14 049	(778)	-6%	9 838
Civil Defence	–	–	–	–	–	–	–	–	–
Cleansing	–	–	–	–	–	–	–	–	–
Control of Public Nuisances	–	–	–	–	–	–	–	–	–
Fencing and Fences	–	–	–	–	–	–	–	–	–
Fire Fighting and Protection	–	9 867	9 838	618	2 498	3 276	(778)	-24%	9 838
Licensing and Control of Animals	–	–	–	–	–	–	–	–	–
Police Forces, Traffic and Street Parking Control	–	32 333	32 321	1 788	6 534	10 774	(4 240)	-39%	32 321
Pounds	–	–	–	–	–	–	–	–	–
Housing	–	5 807	5 803	383	1 482	1 877	(396)	-21%	5 803
Housing	–	3 948	3 944	368	1 420	1 258	162	13%	3 944
Informal Settlements	–	1 859	1 859	15	62	620	(558)	-90%	1 859
Health	–	–	–	–	–	–	–	–	–
Ambulance	–	–	–	–	–	–	–	–	–
Health Services	–	–	–	–	–	–	–	–	–
Laboratory Services	–	–	–	–	–	–	–	–	–
Food Control	–	–	–	–	–	–	–	–	–

<i>Health Surveillance and Prevention of</i>										
<i>Communicable Diseases including immunizations</i>	-	-	-	-	-	-	-	-	-	-
<i>Vector Control</i>	-	-	-	-	-	-	-	-	-	-
<i>Chemical Safety</i>	-	-	-	-	-	-	-	-	-	-

Description	2019/20	Budget Year 2020/21						YTD variance	YTD variance	YearTD budget
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance			
R thousands								%		
Economic and environmental services	–	38 426	38 327	3 590	8 991	11 792	(2 801)	-24%		38 327
Planning and development	–	12 992	12 989	844	3 222	3 827	(606)	-16%		12 989
Billboards	–	–	–	–	–	–	–			–
Corporate Wide Strategic Planning (IDPs, LEDs)	–	2 290	2 290	146	523	763	(240)	-31%		2 290
Central City Improvement District	–	–	–	–	–	–	–			–
Development Facilitation	–	–	–	–	–	–	–			–
Economic Development/Planning	–	2 215	2 212	122	426	735	(309)	-42%		2 212
Regional Planning and Development	–	–	–	–	–	–	–			–
Town Planning, Building Regulations and Enforcement	–	5 740	5 740	394	1 548	1 413	135	10%		5 740
Project Management Unit	–	2 746	2 746	182	724	915	(192)	-21%		2 746
Provincial Planning	–	–	–	–	–	–	–			–
Support to Local Municipalities	–	–	–	–	–	–	–			–
Road transport	–	23 425	23 329	2 716	5 661	7 295	(1 634)	-22%		23 329
Public Transport	–	–	–	–	–	–	–			–
Road and Traffic Regulation	–	–	–	–	–	–	–			–
Roads	–	23 425	23 329	2 716	5 661	7 295	(1 634)	-22%		23 329
Taxi Ranks	–	–	–	–	–	–	–			–
Environmental protection	–	2 009	2 009	31	108	670	(562)	-84%		2 009
Biodiversity and Landscape	–	2 009	2 009	31	108	670	(562)	-84%		2 009
Coastal Protection	–	–	–	–	–	–	–			–
Indigenous Forests	–	–	–	–	–	–	–			–
Nature Conservation	–	–	–	–	–	–	–			–
Pollution Control	–	–	–	–	–	–	–			–
Soil Conservation	–	–	–	–	–	–	–			–
Trading services	–	385 015	386 302	25 962	101 905	128 284	(26 379)	-21%		386 302
Energy sources	–	268 463	270 437	16 677	74 830	89 804	(14 974)	-17%		270 437
Electricity	–	265 128	267 402	16 555	74 265	88 792	(14 528)	-16%		267 402
Street Lighting and Signal Systems	–	3 335	3 035	122	566	1 012	(446)	-44%		3 035
Nonelectric Energy	–	–	–	–	–	–	–			–
Water management	–	35 733	35 644	2 898	9 332	11 746	(2 413)	-21%		35 644
Water Treatment	–	1 692	1 692	15	45	564	(519)	-92%		1 692
Water Distribution	–	29 481	29 392	2 827	7 900	9 797	(1 898)	-19%		29 392
Water Storage	–	4 560	4 560	56	1 388	1 384	4	0%		4 560
Waste water management	–	34 766	34 774	2 573	7 900	11 591	(3 691)	-32%		34 774
Public Toilets	–	1 875	1 875	133	484	625	(141)	-23%		1 875
Sewerage	–	23 500	23 420	1 968	5 565	7 807	(2 242)	-29%		23 420
Storm Water Management	–	6 691	6 779	472	1 851	2 260	(408)	-18%		6 779
Waste Water Treatment	–	2 699	2 699	–	–	900	(900)	-100%		2 699
Waste management	–	46 053	45 447	3 814	9 842	15 143	(5 301)	-35%		45 447
Recycling	–	–	–	–	–	–	–			–
Solid Waste Disposal (Landfill Sites)	–	16 613	16 608	372	878	5 530	(4 652)	-84%		16 608
Solid Waste Removal	–	28 001	27 399	3 311	8 479	9 133	(654)	-7%		27 399
Street Cleaning	–	1 440	1 440	131	486	480	6	1%		1 440
Other	–	959	959	223	223	320	(97)	-30%		959
Abattoirs	–	–	–	–	–	–	–			–
Air Transport	–	–	–	–	–	–	–			–
Forestry	–	–	–	–	–	–	–			–
Licensing and Regulation	–	62	62	–	–	21	(21)	-100%		62
Markets	–	–	–	–	–	–	–			–
Tourism	–	897	897	223	223	299	(76)	-25%		897
Total Expenditure - Functional	–	682 493	686 446	46 346	173 072	223 922	(46 611)	-21%		654 125
Surplus/ (Deficit) for the year	–	(13 052)	(7 369)	(12 118)	44 270	(5 343)	49 613	-929%		46

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	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	–	97 078	100 067	4 813	48 503	32 842	15 661	47,7%	100 067
Vote 2 - Community Services	–	11 944	12 666	53	285	3 979	(3 694)	-92,8%	12 666
Vote 3 - Community Services	–	126 015	126 015	640	48 022	41 979	6 043	14,4%	126 015
Vote 4 - Community Services	–	4 905	6 350	–	–	1 922	(1 922)	-100,0%	6 350
Vote 5 - Corporate Services	–	566	566	3	10	189	(178)	-94,5%	566
Vote 6 - Technical Services	–	330 552	334 530	22 752	98 833	107 890	(9 056)	-8,4%	334 530
Vote 7 - Technical Services	–	96 840	97 341	5 921	21 517	29 264	(7 747)	-26,5%	97 341
Vote 8 - Municipal Manager	–	1 542	1 542	47	171	514	(343)	-66,7%	1 542
Total Revenue by Vote	–	669 441	679 077	34 228	217 342	218 579	(1 237)	-0,6%	679 077
Vote 1 - Financial Services	–	52 907	55 633	3 241	13 421	17 212	(3 791)	-22,0%	55 633
Vote 2 - Community Services	–	42 428	42 529	2 882	11 196	14 088	(2 892)	-20,5%	42 529
Vote 3 - Community Services	–	51 839	51 687	2 755	9 954	17 218	(7 264)	-42,2%	51 687
Vote 4 - Community Services	–	19 452	19 449	1 085	4 101	6 481	(2 380)	-36,7%	19 449
Vote 5 - Corporate Services	–	81 238	81 326	5 922	19 540	25 471	(5 931)	-23,3%	81 326
Vote 6 - Technical Services	–	334 930	336 815	22 607	90 723	110 945	(20 222)	-18,2%	336 815
Vote 7 - Technical Services	–	84 015	83 321	6 862	19 971	27 631	(7 660)	-27,7%	83 321
Vote 8 - Municipal Manager	–	15 685	15 685	994	4 165	4 874	(709)	-14,5%	15 685
Total Expenditure by Vote	–	682 493	686 446	46 346	173 072	223 922	(50 850)	-22,7%	686 446
Surplus/ (Deficit) for the year	–	(13 052)	(7 369)	(12 118)	44 270	(5 343)	49 613	-928,5%	(7 369)

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	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									
Service charges - electricity revenue	–	266 973	266 973	19 836	89 165	88 991	174	0%	266 973
Service charges - water revenue	–	35 137	35 137	3 590	12 332	11 712	620	5%	35 137
Service charges - sanitation revenue	–	18 352	18 352	2 776	9 142	6 117	3 025	49%	18 352
Service charges - refuse revenue	–	21 271	21 271	2 323	9 164	7 090	2 074	29%	21 271
Service charges - other	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment	–	2 663	2 663	98	371	862	(491)	-57%	2 663
Interest earned - external investments	–	9 129	9 129	231	1 061	3 043	(1 982)	-65%	9 129
Interest earned - outstanding debtors	–	8 264	8 264	(47)	(115)	2 755	(2 870)	-104%	8 264
Dividends received	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits	–	20 456	20 456	3	28	6 819	(6 790)	-100%	20 456
Licences and permits	–	2 010	2 010	110	264	670	(406)	-61%	2 010
Agency services	–	3 854	3 854	444	1 661	1 285	376	29%	3 854
Transfers recognised - operational	–	116 989	119 876	108	46 162	39 903	6 259	16%	119 876
Other revenue	–	9 239	9 239	668	1 509	2 618	(1 109)	-42%	9 239
Gains on disposal of PPE	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)	–	590 725	593 612	34 228	217 342	197 326	20 015	10%	593 612
Expenditure By Type									
Employee related costs	–	226 182	226 182	17 565	66 764	73 761	(6 998)	-9%	226 182
Remuneration of councillors	–	12 032	12 032	825	3 299	4 011	(712)	-18%	12 032
Debt impairment	–	44 688	44 688	4 203	7 865	14 896	(7 031)	-47%	44 688
Depreciation & asset impairment	–	40 688	40 688	–	2	13 563	(13 561)	-100%	40 688
Finance charges	–	9 181	9 181	(0)	41	3 060	(3 019)	-99%	9 181
Bulk purchases	–	232 760	232 760	14 926	67 972	77 587	(9 615)	-12%	232 760
Other materials	–	19 528	19 342	1 611	3 788	6 443	(2 655)	-41%	19 342
Contracted services	–	48 486	52 914	4 163	10 683	15 674	(4 991)	-32%	52 914
Transfers and grants	–	2 179	2 179	275	441	693	(252)	-36%	2 179
Other expenditure	–	46 770	46 480	2 778	12 217	14 234	(2 017)	-14%	46 480
Loss on disposal of PPE	–	–	–	–	–	–	–	–	–
Total Expenditure	–	682 493	686 446	46 345	173 071	223 922	(50 851)	-23%	686 446
Surplus/(Deficit)	–	(91 768)	(92 834)	(12 117)	44 271	(26 596)	70 867	(0)	(92 834)
Transfers recognised - capital	–	78 716	84 964	–	–	21 127	(21 127)	(0)	84 964
Contributions recognised - capital	–	–	501	–	–	125	(125)	(0)	501
Contributed assets	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	–	(13 052)	(7 369)	(12 117)	44 271	(5 343)			(7 369)
Surplus/(Deficit) attributable to	–	(13 052)	(7 369)	(12 117)	44 271	(5 343)			(7 369)
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	–	(13 052)	(7 369)	(12 117)	44 271	(5 343)			(7 369)

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) - M04 October

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	–	–	214	183	183	71	112	156%	214
Vote 3 - Community Services	–	–	–	–	–	–	–		–
Vote 4 - Community Services	–	–	–	–	–	–	–		–
Vote 5 - Corporate Services	–	–	–	–	–	–	–		–
Vote 6 - Technical Services	–	14 421	16 596	1 174	1 256	3 604	(2 348)	-65%	16 596
Vote 7 - Technical Services	–	26 288	23 343	–	111	6 316	(6 205)	-98%	23 343
Total Capital Multi-year expenditure	–	40 708	40 154	1 357	1 550	9 991	(8 441)	-84%	40 154
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	–	–	102	–	–	34	(34)	-100%	102
Vote 2 - Community Services	–	–	722	–	–	–	–		722
Vote 3 - Community Services	–	620	1 030	136	226	103	123	120%	1 030
Vote 4 - Community Services	–	900	6 130	2 060	2 939	1 913	1 026	54%	6 130
Vote 5 - Corporate Services	–	1 050	4 228	92	863	1 253	(390)	-31%	4 228
Total Capital single-year expenditure	–	48 056	61 297	2 464	5 552	13 766	(8 215)	-60%	61 297
Total Capital Expenditure	–	88 764	101 450	3 822	7 101	23 757	(16 656)	-70%	101 450

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M04 October

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	–	1 400	3 832	92	94	1 004	(910)	-91%	3 832
Executive and council	–	600	1 450	–	–	483	(483)	-100%	1 450
Finance and administration	–	800	2 382	92	94	521	(427)	-82%	2 382
Community and social services	–	580	990	110	200	103	98	95%	990
Public safety	–	–	936	183	183	71	112	156%	936
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	–	20 245	25 901	648	648	5 059	(4 411)	-87%	25 901
Planning and development	–	–	1 631	–	–	423	(423)	-100%	1 631
Road transport	–	20 245	24 271	648	648	4 636	(3 988)	-86%	24 271
Environmental protection	–	–	–	–	–	–	–		–
Trading services	–	65 600	65 251	704	3 012	16 031	(13 019)	-81%	65 251
Energy sources	–	2 500	2 835	45	762	805	(43)	-5%	2 835
Water management	–	27 396	28 294	–	1 069	6 904	(5 835)	-85%	28 294
Waste water management	–	26 347	26 347	630	1 041	5 827	(4 785)	-82%	26 347
Waste management	–	9 356	7 775	29	140	2 495	(2 356)	-94%	7 775
Total Capital Expenditure - Standard Classification	–	88 764	101 450	3 822	7 101	23 757	(16 656)	-70%	101 450
Funded by:									
National Government	–	35 763	35 763	3 167	4 869	8 724	(3 855)	-44%	35 763
Provincial Government	–	42 954	48 599	64	64	11 752	(11 688)	-99%	48 599
District Municipality	–	–	602	–	–	159	(159)	-100%	602
Transfers recognised - capital	–	78 716	85 465	3 231	4 933	20 760	(15 827)	-76%	85 465
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	–	10 048	15 985	591	2 168	2 997	(829)	-28%	15 985
Total Capital Funding	–	88 764	101 450	3 822	7 101	23 757	(16 656)	-70%	101 450

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	2019/20	Budget Year 2020/21			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Cash and cash equivalents	–	38 462	107 316	146 092	107 316
Consumer debtors	–	38 038	63 257	85 406	63 257
Other debtors	–	20 630	3 520	22 142	3 520
Current portion of long-term receivables	–	–	–	–	–
Inventory	–	11 693	11 464	10 296	11 464
Total current assets	–	108 824	185 556	263 936	185 556
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	–	44 492	44 325	43 765	44 325
Investments in Associate	–	–	–	–	–
Property, plant and equipment	–	1 002 139	1 005 197	903 945	1 005 197
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	–	2 029	2 606	1 576	2 606
Other non-current assets	–	550	550	550	550
Total non current assets	–	1 049 210	1 052 677	949 835	1 052 677
TOTAL ASSETS	–	1 158 034	1 238 234	1 213 771	1 238 234
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	1 968	–
Consumer deposits	–	7 150	7 544	8 090	7 544
Trade and other payables	–	47 310	141 209	54 716	141 209
Provisions	–	76 091	56 427	89 467	56 427
Total current liabilities	–	130 550	205 180	154 240	205 180
Non current liabilities					
Borrowing	–	4 722	4 588	2 620	4 588
Provisions	–	180 655	165 513	110 325	165 513
Total non current liabilities	–	185 378	170 101	112 944	170 101
TOTAL LIABILITIES	–	315 928	375 281	267 184	375 281
NET ASSETS	–	842 106	862 953	946 587	862 953
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	–	831 751	852 598	935 969	852 598
Reserves	–	10 355	10 355	10 618	10 355
TOTAL COMMUNITY WEALTH/EQUITY	–	842 106	862 953	946 587	862 953

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	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									
Property rates, penalties & collection charges	–	72 569	72 569	9 568	40 121	45 956	(5 835)	-13%	–
Service charges	–	315 962	335 325	27 690	123 886	109 643	14 243	13%	–
Other revenue	–	21 754	21 753	959	2 704	7 251	(4 547)	-63%	–
Government - operating	–	116 989	119 888	3 469	54 911	119 888	(64 977)	-54%	–
Government - capital	–	78 716	81 987	4 674	8 963	81 987	(73 024)	-89%	–
Interest	–	17 393	11 608	231	1 061	11 608	(10 547)	-91%	–
Dividends									
Payments									
Suppliers and employees	–	(557 432)	(564 006)	(44 774)	(206 864)	(191 710)	15 154	-8%	(589 710)
Finance charges	–	(1 332)	(1 706)	–	(3)	(3 060)	(3 057)	100%	(9 181)
Transfers and Grants	–	(2 179)	(2 179)	(275)	(1 048)	(693)	355	-51%	(2 179)
NET CASH FROM/(USED) OPERATING ACTIVITIES	–	62 440	75 240	1 541	23 731	180 870	(132 237)	-73%	(601 070)
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)	(96 878)	(3 550)	(8 017)	(23 757)	(15 741)	66%	(101 450)
NET CASH FROM/(USED) INVESTING ACTIVITIES	–	(88 764)	(96 878)	(3 550)	(8 017)	(23 757)	(15 741)	66%	(101 450)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	–	–	–	23	11	–	11		–
Payments									
Repayment of borrowing	–	(1 500)	–	–	(19)	–	19		1 518
NET CASH FROM/(USED) FINANCING ACTIVITIES	–	(1 500)	–	23	(8)	–	8		(8)
NET INCREASE/ (DECREASE) IN CASH HELD	–	(27 824)	(21 638)	(1 985)	15 707	157 113			(701 002)
Cash/cash equivalents at beginning:	–	66 287	128 954		130 385	128 954			130 385
Cash/cash equivalents at month/year end:	–	38 463	107 316		146 092	286 067			(570 617)

WC022 Witzberg - Supporting Table SC1 Material variance explanations - M04 October

Ref	Description	Variance	Reasons for material deviations
	R thousands		
1	Revenue By Source		
	Service charges - electricity revenue	174	Immaterial Variance.
	Service charges - water revenue	620	Immaterial Variance.
	Service charges - sanitation revenue	3 025	Immaterial Variance.
	Service charges - refuse revenue	2 074	Immaterial Variance.
	Service charges - other	-	
	Rental of facilities and equipment	(491)	Immaterial Variance.
	Interest earned - external investments	(1 982)	No investments to date.
	Interest earned - outstanding debtors	(2 870)	No interest levied to date as part of COVID 19 relief measures.
	Dividends received	-	
	Fines, penalties and forfeits	(6 790)	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	(406)	Immaterial Variance.
	Agency services	376	Immaterial Variance.
	Transfers and subsidies	6 259	First installment of equitable share received during July.
	Other revenue	(1 109)	Immaterial Variance.
	Gains on disposal of PPE	-	
2	Expenditure By Type		
	Employee related costs	(712)	Immaterial Variance.
	Remuneration of councillors	(7 031)	Provision in line with calculated provision based on Debtors Aging.
	Debt impairment	(13 561)	Depreciation & asset impairment recognised on an annual basis.
	Finance charges	(3 019)	Delay in expenditure due to implementation of new budget.
	Bulk purchases	(9 615)	Delay in expenditure due to implementation of new budget.
	Other materials	(2 655)	Delay in expenditure due to implementation of new budget.
	Contracted services	(4 991)	Delay in expenditure due to implementation of new budget.
	Transfers and subsidies	(252)	Immaterial Variance.
	Other expenditure	(2 017)	Delay in expenditure due to implementation of new budget.
3	Capital Expenditure		
		-	
		-	
		-	
		-	
4	Financial Position		
		-	
		-	
		-	
		-	
5	Cash Flow		
	Receipts	-	
	Service charges	14 243	
	Government - operating	(64 977)	Grant Receipts/Installments still to be received.
	Government - capital	(73 024)	Grant Receipts/Installments still to be received.
	Interest	(10 547)	
	Dividends	-	
	Payments	-	
	Suppliers and employees	15 154	Payment of annual insurance premium and SALGA membership fees during July as well as annual salary increase and backpay during August.
	Finance charges	(3 057)	Immaterial Variance.
	Transfers and Grants	355	Immaterial Variance.
6	Measureable performance		
7	Municipal Entities		

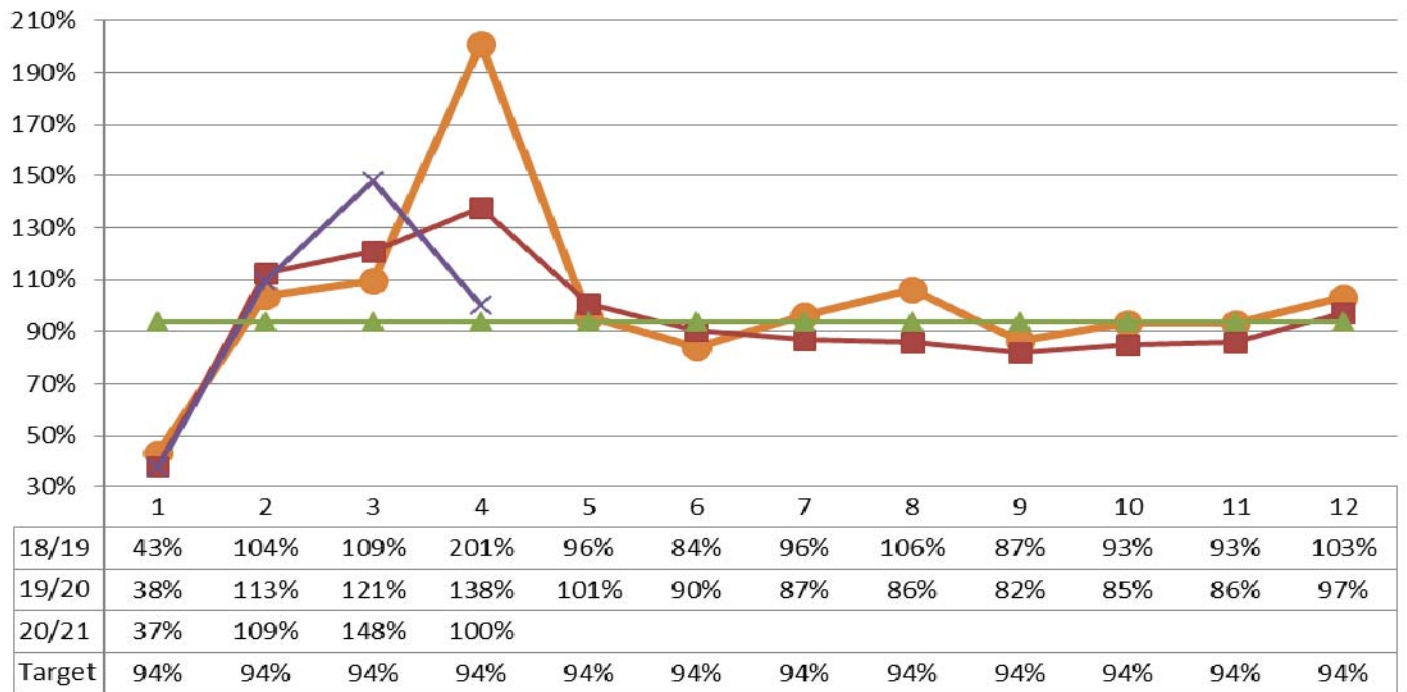
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M04 October

W0022 Witzenberg - Supporting Table 000 Monthly Budget Statement - aged debtors - 10/1 October											
Description	NT Code	Budget Year 2020/21									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	8 497	2 414	1 838	1 888	1 632	1 594	7 760	48 762	74 385	61 636
Property Rates	1400	5 315	7 074	435	370	299	275	1 270	16 266	31 305	18 480
Waste Water Management	1500	6 309	1 346	1 266	1 130	1 030	983	4 544	24 558	41 164	32 244
Waste Management	1600	6 290	1 444	1 333	1 189	1 071	1 014	4 674	25 705	42 720	33 654
Property Rental Debtors	1700	87	20	20	19	19	19	73	889	1 146	1 019
Interest on Arrear Accounts	1810	1 044	38	37	38	37	37	525	35 913	37 670	36 550
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(6 547)	50	46	37	45	39	235	1 168	(4 926)	1 525
Total By Income Source	2000	39 762	14 680	6 540	5 823	4 657	4 222	20 055	157 582	253 321	192 339
2019/20 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 793	2 740	939	396	242	115	640	6 375	13 240	7 768
Commercial	2300	14 649	4 143	1 076	681	399	258	1 058	9 305	31 570	11 701
Households	2400	23 005	7 018	4 395	4 605	3 871	3 693	17 423	137 980	201 988	167 570
Other	2500	316	779	130	142	145	155	934	3 923	6 524	5 299
Total By Customer Group	2600	39 762	14 680	6 540	5 823	4 657	4 222	20 055	157 582	253 321	192 339

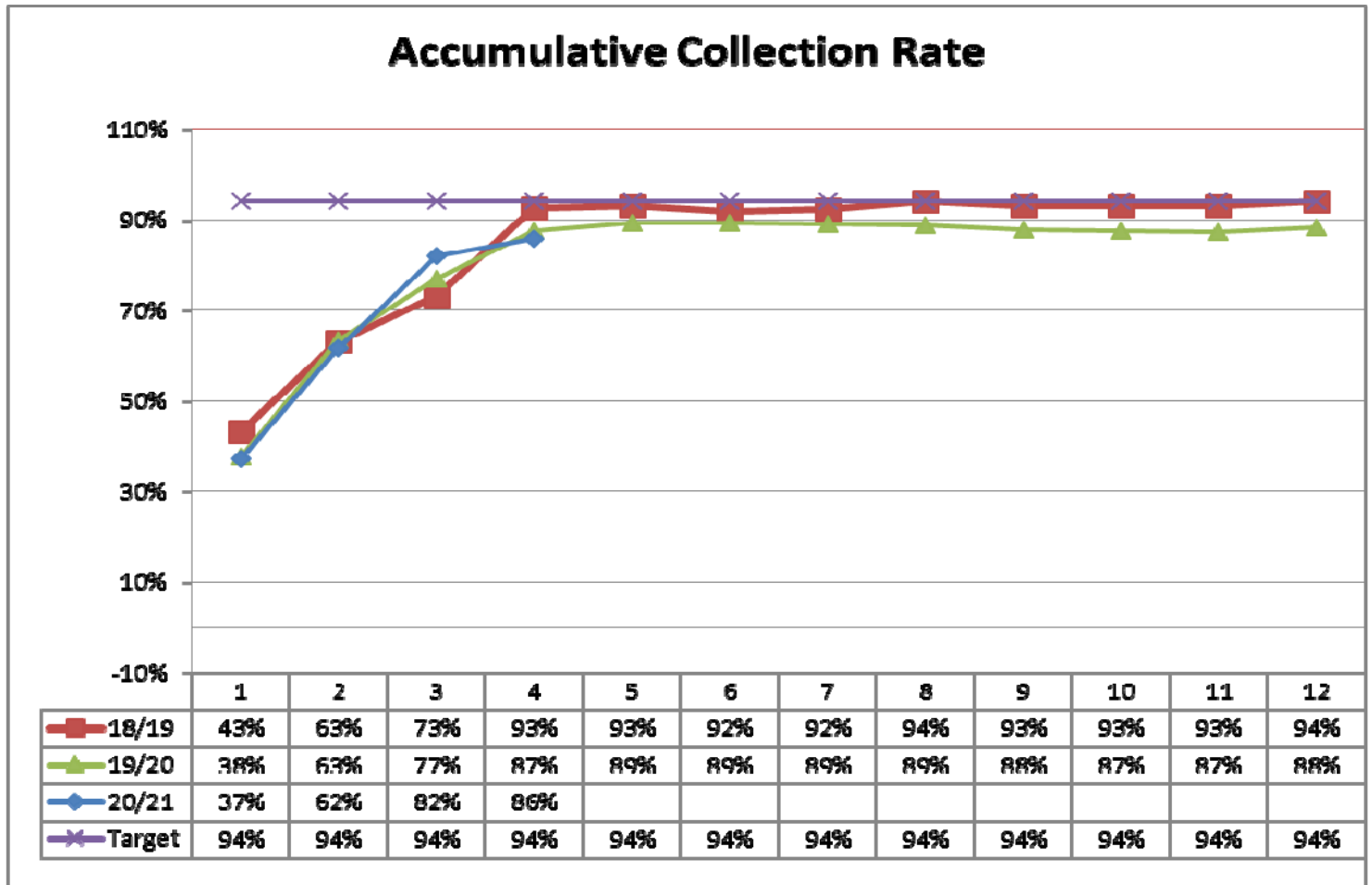
Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

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 Oct 2020 amounts to 100% in comparison to the previous year 138%.

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 Okt 2020 100% beloop in vergelyking met die vorige jaar 138%.



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 86%.

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 86% behoort.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M04 October

Description	NT Code	Budget Year 2020/21								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 Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	-	-	-	-	-	-	-	-	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	766	-	-	-	-	-	-	-	766
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	766	-	-	-	-	-	-	-	766

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>								
-	-			-		-	-	-
-	-			-		-	-	-
-	-		-	-		-	-	-
-	-			-		-	-	-
-	-			-		-	-	-
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 - M04 October

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:	106 455	106 455	8 927	81 437	35 485	45 862	129,2%	106 455
Operational Revenue:General Revenue:Equitable S	101 915	101 915	8 493	79 834	33 972	45 862	135,0%	101 915
Operational:Revenue:General Revenue:Fuel Levy	-	-	-	-	-	-	-	-
2014 African Nations Championship Host City Opera	-	-	-	-	-	-	-	-
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 Masiban	-	-	-	-	-	-	-	-
Emergency Medical Service	-	-	-	-	-	-	-	-
Energy Efficiency and Demand-side [Schedule 5B]	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Grant	2 360	2 360	278	999	787	212	27,0%	2 360
HIV and Aids	-	-	-	-	-	-	-	-
Housing Accreditation	-	-	-	-	-	-	-	-
Housing Top structure	-	-	-	-	-	-	-	-
Infrastructure Skills Development Grant [Schedule 5	-	-	-	-	-	-	-	-
Integrated City Development Grant	-	-	-	-	-	-	-	-
Khayelitsha Urban Renewal	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [S	1 550	1 550	157	605	517	88	17,0%	1 550
Mitchell's Plain Urban Renewal	-	-	-	-	-	-	-	-
Municipal Demarcation and Transition Grant [Sched	-	-	-	-	-	-	-	-
Municipal Disaster Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Municipal Human Settlement Capacity Grant [Sched	-	-	-	-	-	-	-	-
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 [Sched	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-
Health Hygiene in Informal Settlements	-	-	-	-	-	-	-	-

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Municipal Infrastructure Grant [Schedule 5B]	630	630	-	-	210	(210)	-100,0%	630
Water Services Infrastructure Grant	-	-	-	-	-	-	-	-
Public Transport Network Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Smart Connect Grant	-	-	-	-	-	-	-	-
WiFi Grant [Department of Telecommunications and	-	-	-	-	-	-	-	-
Traditional Leaders - Imbizon	-	-	-	-	-	-	-	-
Department of Water and Sanitation Smart Living Ha	-	-	-	-	-	-	-	-
Integrated National Electrification Programme Grant	-	-	-	-	-	-	-	-
Municipal Restructuring Grant	-	-	-	-	-	-	-	-
Regional Bulk Infrastructure Grant	-	-	-	-	-	-	-	-
Municipal Emergency Housing Grant	-	-	-	-	-	-	-	-
Metro Informal Settlements Partnership Grant	-	-	-	-	-	-	-	-
Provincial Government:	10 534	11 334	867	3 468	3 778	(310)	-8,2%	15 508
Capacity Building	-	-	-	-	-	-	-	-
Capacity Building and Other	10 534	11 334	867	3 468	3 778	(310)	-8,2%	11 334
Disaster and Emergency Services	-	-	-	-	-	-	-	-
Health	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-	-	-
Libraries, Archives and Museums	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Public Transport	-	-	-	-	-	-	-	-
Road Infrastructure - Maintenance	-	-	-	-	-	-	-	-
Sports and Recreation	-	-	-	-	-	-	-	-
Waste Water Infrastructure - Maintenance	-	-	-	-	-	-	-	-
District Municipality:	-	2 087	-	-	640	(640)	-1	-
All Grants	-	2 087	-	-	640	(640)	-1	2 087
Other grant providers:	-	-	-	-	-	-	-	-
Departmental Agencies and Accounts	-	-	-	-	-	-	-	-
Foreign Government and International Organisations	-	-	-	-	-	-	-	-
Households	-	-	-	-	-	-	-	-
Non-profit Institutions	-	-	-	-	-	-	-	-
Public Corporations	-	-	-	-	-	-	-	-
Parent Municipality / Entity	-	-	-	-	-	-	-	-
Total Operating Transfers and Grants	116 989	119 876	9 794	84 905	39 903	45 002	112,8%	121 963

Capital Transfers and Grants						-		
National Government:	35 763	35 763	-	5 215	8 637	(3 422)	-77,7%	35 763
Integrated National Electrification Programme (Muni	-	-	-	-	-	-	-	-
Municipal Infrastructure Grant [Schedule 5B]	18 831	18 831	-	982	4 404	(3 422)	-77,7%	18 831
Municipal Water Infrastructure Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Neighbourhood Development Partnership Grant [Sc	-	-	-	-	-	-	-	-
Public Transport Infrastructure Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Rural Household Infrastructure Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Rural Road Asset Management Systems Grant [Sch	-	-	-	-	-	-	-	-
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 G	-	-	-	-	-	-	-	-
Khayelitsha Urban Renewal	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [Sc	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant [Schedule 5	-	-	-	-	-	-	-	-
Public Transport Network Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Public Transport Network Operations Grant [Schedu	-	-	-	-	-	-	-	-
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	16 931	-	4 233	4 233	-	-	16 931
Water Services Infrastructure Grant [Schedule 5B]	-	-	-	-	-	-	-	-
WIFI Connectivity	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Gran	-	-	-	-	-	-	-	-
Aquaponic Project	-	-	-	-	-	-	-	-
Restitution Settlement	-	-	-	-	-	-	-	-
Infrastructure Skills Development Grant [Schedule 5	-	-	-	-	-	-	-	-
Restructuring Seed Funding	-	-	-	-	-	-	-	-
Municipal Disaster Relief Grant	-	-	-	-	-	-	-	-
Municipal Emergency Housing Grant	-	-	-	-	-	-	-	-
Metro Informal Settlements Partnership Grant	-	-	-	-	-	-	-	-

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Provincial Government:	42 954	48 599	–	361	12 332	(11 970)	-97,1%	49 201
Capacity Building	–	–	–	–	–	–		–
Capacity Building and Other	–	722	–	–	–	–		722
Disaster and Emergency Services	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–		–
Libraries, Archives and Museums	–	–	–	–	–	–		–
Other	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–		–
Road Infrastructure	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–		–
Waste Water Infrastructure	–	–	–	–	–	–		–
Water Supply Infrastructure	–	–	–	–	–	–		–
								602
District Municipality:	–	602	9	34	159	(125)	-78,5%	602
All Grants	–	602	9	34	159	(125)	-78,5%	602
Other grant providers:	–	501	–	125	125	–		501
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisations	–	501	–	125	125	–		501
Households	–	–	–	–	–	–		–
Non-Profit Institutions	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–		–
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Transfer from Operational Revenue	–	–	–	–	–	–		–
Total Capital Transfers and Grants	78 716	85 465	9	5 736	21 253	(15 517)	-73,0%	86 068
						–		
TOTAL RECEIPTS OF TRANSFERS & GRANTS	195 705	205 341	9 803	90 641	61 156	29 485	48,2%	208 030

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	Budget Year 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
<u>EXPENDITURE</u>								
<u>Operating expenditure of Transfers and Grants</u>								
National Government:	63 364	63 201	3 181	12 448	20 766	-		63 201
Operational Revenue:General Revenue:Equitable Share	58 824	58 661	3 073	12 148	19 270	(7 122)	-37,0%	58 661
Operational:Revenue:General Revenue:Fuel Levy	-	-	-	-	-	-		-
2014 African Nations Championship Host City Operational	-	-	-	-	-	-		-
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	2 360	2 360	81	212	787	(574)	-73,0%	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	27	88	499	(411)	-82,4%	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	-	-	-	-	-	-		-

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Municipal Infrastructure Grant [Schedule 5B]	630	630	–	–	210	(210)	-100,0%	630
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 Hubs	–	–	–	–	–	–		–
Integrated National Electrification Programme Grant	–	–	–	–	–	–		–
Municipal Restructuring Grant	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant	–	–	–	–	–	–		–
Municipal Emergency Housing Grant	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant	–	–	–	–	–	–		–
Provincial Government:	10 534	11 334	868	3 210	3 734	(523)	-14,0%	11 334
Capacity Building	–	–	–	–	–	–		–
Capacity Building and Other	10 534	11 334	868	3 210	3 734	(523)		11 334
Disaster and Emergency Services	–	–	–	–	–	–		–
Health	–	–	–	–	–	–		–
Housing	–	–	–	–	–	–		–
Infrastructure	–	–	–	–	–	–		–
Libraries, Archives and Museums	–	–	–	–	–	–		–
Other	–	–	–	–	–	–		–
Public Transport	–	–	–	–	–	–		–
Road Infrastructure - Maintenance	–	–	–	–	–	–		–
Sports and Recreation	–	–	–	–	–	–		–
Waste Water Infrastructure - Maintenance	–	–	–	–	–	–		–
Water Supply Infrastructure - Maintenance	–	–	–	–	–	–		–
District Municipality:	–	2 087	8	10	–	(630)	-98,4%	–
All Grants	–	2 087	8	10	640	(630)	-98,4%	–
Other grant providers:	566	566	11	70	189	(119)	-63,1%	566
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisations	566	566	11	70	189	(119)	-63,1%	566
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	–	–	–	–	–	–		–
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants:	74 464	77 188	4 069	15 738	24 688	(1 272)	-5,2%	75 101

Capital expenditure of Transfers and Grants								
National Government:	35 763	35 763	3 167	4 869	8 724	(3 855)	-44,2%	35 763
Integrated National Electrification Programme (Mun	-	-	-	-	-	-	-	-
Municipal Infrastructure Grant [Schedule 5B]	18 831	18 831	3 167	4 869	4 491	378	8,41%	18 831
Municipal Water Infrastructure Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Neighbourhood Development Partnership Grant [S	-	-	-	-	-	-	-	-
Public Transport Infrastructure Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Rural Household Infrastructure Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Rural Road Asset Management Systems Grant [Sc	-	-	-	-	-	-	-	-
Urban Settlement Development Grant [Schedule 4]	-	-	-	-	-	-	-	-
Municipal Human Settlement	-	-	-	-	-	-	-	-
Community Library	-	-	-	-	-	-	-	-
Integrated City Development Grant [Schedule 4B]	-	-	-	-	-	-	-	-
Municipal Disaster Recovery Grant [Schedule 4B]	-	-	-	-	-	-	-	-
Energy Efficiency and Demand Side Management C	-	-	-	-	-	-	-	-
Khayelitsha Urban Renewal	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [S	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant [Schedule 3	-	-	-	-	-	-	-	-
Public Transport Network Grant [Schedule 5B]	-	-	-	-	-	-	-	-
Public Transport Network Operations Grant [Sched	-	-	-	-	-	-	-	-
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	16 931	-	-	4 233	(4 233)	-100,00%	16 931
Water Services Infrastructure Grant [Schedule 5B]	-	-	-	-	-	-	-	-
WIFI Connectivity	-	-	-	-	-	-	-	-
Expanded Public Works Programme Integrated Gra	-	-	-	-	-	-	-	-
Aquaponic Project	-	-	-	-	-	-	-	-
Restitution Settlement	-	-	-	-	-	-	-	-
Infrastructure Skills Development Grant [Schedule	-	-	-	-	-	-	-	-
Restructuring Seed Funding	-	-	-	-	-	-	-	-
Municipal Disaster Relief Grant	-	-	-	-	-	-	-	-
Municipal Emergency Housing Grant	-	-	-	-	-	-	-	-
Metro Informal Settlements Partnership Grant	-	-	-	-	-	-	-	-
Provincial Government:	42 954	49 804	47	(4)	12 070	(12 074)		48 599
Capacity Building	-	-	-	-	-	-	-	-
Capacity Building and Other	-	722	-	-	-	-	-	722
Disaster and Emergency Services	-	-	-	-	-	-	-	-
Health	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-
Infrastructure	42 954	47 877	64	64	11 752	(11 688)	-99,5%	47 877
Libraries, Archives and Museums	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Public Transport	-	-	-	-	-	-	-	-
Road Infrastructure	-	-	-	-	-	-	-	-
Sports and Recreation	-	-	-	-	-	-	-	-
Waste Water Infrastructure	-	-	-	-	-	-	-	-
Water Supply Infrastructure	-	-	-	-	-	-	-	-
District Municipality:	-	602	(9)	(34)	159	(193)	-121,5%	602
All Grants	-	602	(9)	(34)	159	(193)	-121,5%	602
Other grant providers:	10 048	16 487	516	1 007	3 122	(2 115)	-67,7%	16 487
Departmental Agencies and Accounts	-	-	-	-	-	-	-	-
Foreign Government and International Organisation	-	501	-	(125)	125	(251)	-200,0%	501
Households	-	-	-	-	-	-	-	-
Non-Profit Institutions	-	-	-	-	-	-	-	-
Private Enterprises	-	-	-	-	-	-	-	-
Public Corporations	-	-	-	-	-	-	-	-
Higher Educational Institutions	-	-	-	-	-	-	-	-
Parent Municipality / Entity	-	-	-	-	-	-	-	-
Transfer from Operational Revenue	10 048	15 985	516	1 132	2 997	(1 865)	-62,2%	15 985
Total capital expenditure of Transfers and Grants	88 764	102 655	3 721	5 838	24 076	(18 238)	-75,8%	101 450
TOTAL EXPENDITURE OF TRANSFERS AND GRANT	163 228	179 843	7 790	21 576	48 764	(19 510)	-40,0%	176 551

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 2020/21							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
	B	C						D
<u>Councillors (Political Office Bearers plus Other)</u>								
Basic Salaries and Wages	8 104	8 104	635	2 534	2 701	(167)	-6%	8 104
Pension and UIF Contributions	1 194	1 194	89	362	398	(36)	-9%	1 194
Medical Aid Contributions	239	239	19	77	80	(3)	-4%	239
Motor Vehicle Allowance	778	778	–	–	259	(259)	-100%	778
Cellphone Allowance	1 149	1 149	78	313	383	(70)	-18%	1 149
Housing Allowances	511	511	3	14	170	(157)	-92%	511
Other benefits and allowances	56	56	–	–	19	(19)	-100%	56
Sub Total - Councillors	12 032	12 032	825	3 299	4 011	(712)	-18%	12 032
<u>Senior Managers of the Municipality</u>								
Basic Salaries and Wages	4 139	4 139	268	1 394	1 380	15	1%	4 139
Pension and UIF Contributions	851	851	18	71	284	(212)	-75%	851
Medical Aid Contributions	147	147	4	18	49	(31)	-63%	147
Overtime	–	–	–	–	–	–	–	–
Performance Bonus	968	968	47	189	323	(133)	-41%	968
Motor Vehicle Allowance	1 143	1 143	68	270	381	(111)	-29%	1 143
Cellphone Allowance	77	77	2	25	26	(1)	-2%	77
Housing Allowances	167	167	–	–	56	(56)	-100%	167
Other benefits and allowances	125	125	9	38	42	(4)	-10%	125
Payments in lieu of leave	–	–	–	–	–	–	–	–
Long service awards	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	–	–	–	–	–	–	–	–
Sub Total - Senior Managers	7 617	7 617	417	2 006	2 539	(533)	-21%	7 617
<u>Other Municipal Staff</u>								
Basic Salaries and Wages	126 695	126 695	10 195	37 695	42 232	(4 537)	-11%	126 695
Pension and UIF Contributions	19 060	19 060	1 655	6 163	6 353	(190)	-3%	19 060
Medical Aid Contributions	8 467	8 467	713	2 838	2 822	16	1%	8 467
Overtime	13 794	13 794	1 118	5 406	4 598	808	18%	13 794
Performance Bonus	8 895	8 895	820	3 018	2 965	53	2%	8 895
Motor Vehicle Allowance	4 886	4 886	494	1 966	1 629	338	21%	4 886
Cellphone Allowance	440	440	47	184	147	37	25%	440
Housing Allowances	1 792	1 792	138	552	597	(46)	-8%	1 792
Other benefits and allowances	4 691	4 691	417	1 575	1 564	11	1%	4 691
Payments in lieu of leave	966	966	814	2 424	322	2 102	653%	966
Long service awards	–	–	67	259	–	259	#DIV/0!	–
Post-retirement benefit obligations	28 880	28 880	670	2 677	7 994	(5 317)	-67%	28 880
Sub Total - Other Municipal Staff	218 565	218 565	17 147	64 758	71 222	(6 465)	-9%	218 565
TOTAL SALARY, ALLOWANCES & BENEFITS	238 214	238 214	18 389	70 063	77 772	(7 709)	-10%	238 214
% increase								
TOTAL MANAGERS AND STAFF	226 182	226 182	17 565	66 764	73 761	(6 998)	-9%	226 182

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 2020/21											
		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													
Service charges - electricity revenue		21 484	28 159	24 941	22 254	-	-	-	-	-	-	-	201 445
Service charges - water revenue		2 338	3 382	2 008	2 175	-	-	-	-	-	-	-	13 397
Service charges - sanitation revenue		1 302	1 590	1 493	1 476	-	-	-	-	-	-	-	18 777
Service charges - refuse		1 545	1 422	2 063	1 785	-	-	-	-	-	-	-	4 609
Service charges - other		-	4 470	-	-	-	-	-	-	-	-	-	(3 352)
Rental of facilities and equipment		3	1	1	1	-	-	-	-	-	-	-	(3 808)
Interest earned - external investments		235	298	298	231	-	-	-	-	-	-	-	(45 693)
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	1 826
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		3	55	30	64	-	-	-	-	-	-	-	20 245
Licences and permits		813	112	398	554	-	-	-	-	-	-	-	227
Agency services		-	-	-	-	-	-	-	-	-	-	-	(1 455)
Transfer receipts - operating		45 862	5 580	-	3 469	-	-	-	-	-	-	-	(48 570)
Other revenue		83	115	132	340	-	-	-	-	-	-	-	3 088
Cash Receipts by Source		77 779	54 112	48 875	41 917	-	-	-	-	-	-	-	179 879
Other Cash Flows by Source													-
Transfer receipts - capital		3 721	-	568	4 674	-	-	-	-	-	-	-	80 743
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		(35)	1	23	23	-	-	-	-	-	-	-	(11)
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		81 465	54 112	49 466	46 614	-	-	-	-	-	-	-	260 611
Cash Payments by Type													-
Employee related costs		13 585	15 116	14 644	15 544	-	-	-	-	-	-	-	167 293
Remuneration of councillors		940	940	940	940	-	-	-	-	-	-	-	8 273
Interest paid		-	-	3	(0)	-	-	-	-	-	-	-	9 136
Bulk purchases - Electricity		29 263	31 706	28 786	17 164	-	-	-	-	-	-	-	125 841
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 462	439	557	1 444	-	-	-	-	-	-	-	15 440
Contracted services		1 859	2 907	3 671	4 684	-	-	-	-	-	-	-	39 793
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		672	50	50	275	-	-	-	-	-	-	-	1 131
General expenses		10 173	3 290	3 472	3 865	-	-	-	-	-	-	-	25 722
Cash Payments by Type		57 953	54 447	52 123	43 917	-	-	-	-	-	-	-	392 630
Other Cash Flows/Payments by Type													-
Capital assets		1 025	1 102	2 341	3 550	-	-	-	-	-	-	-	93 434
Repayment of borrowing		-	-	19	-	-	-	-	-	-	-	-	(19)
Total Cash Payments by Type		59 842	55 790	51 720	48 599	-	-	-	-	-	-	-	485 570
NET INCREASE/(DECREASE) IN CASH HELD		21 623	(1 677)	(2 254)	(1 985)	-	-	-	-	-	-	-	(224 959)
Cash/cash equivalents at the month/year beginning:		130 385	152 008	150 331	148 077	146 092	146 092	146 092	146 092	146 092	146 092	146 092	146 092
Cash/cash equivalents at the month/year end:		152 008	150 331	148 077	146 092	146 092	146 092	146 092	146 092	146 092	146 092	146 092	(78 867)

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M04 October

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									
<u>Monthly expenditure performance trend</u>									
August	–	–	1 261	970	970	2 523	1 553	61,5%	1%
September	–	18 288	19 973	2 309	3 280	22 496	19 216	85,4%	3%
October	–	–	1 261	3 822	7 101	23 757	16 656	70,1%	7%
November	–	–	1 261	–		25 019	–		
December	–	24 821	24 507	–		49 526	–		
January	–	–	1 261	–		50 787	–		
February	–	–	1 261	–		52 049	–		
March	–	18 288	19 973	–		72 022	–		
April	–	–	1 261	–		73 283	–		
May	–	–	1 261	–		74 545	–		
June	–	27 367	26 906	–		101 450	–		
Total Capital expenditure	–	88 764	101 450	7 101					

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:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/18/19	Supply and Installation of Rigid mesh security fencing	10-Nov-2020
08/2/18/22	Supply and delivery of disposable bags for refuse removal	25-Nov-2020
08/2/18/27	Clearing of alien vegetation in Ceres nature reserve and Prince Alfred Hamlet commonage	06-Nov-2020
08/2/18/31	Supply, delivery & installation of palisade fencing & 2 palisade gates for municipal property	09-Nov-2020

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

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/18/26	Supply and delivery of fire, rescue and disaster management uniform	18-Nov-2020
08/2/18/34	Supply and delivery of cement (concrete and mortar)	23-Nov-2020

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation 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:

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

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
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020	26-Mar-2020 23-Jul-2020	D Greeff
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	24-Jun-2020	24-Jul-2020 Referred back	H Truter
08/2/17/76	Rendering of Legal services for the transfer of municipal rental houses in Witzenberg	29-Jun-2020	06-Aug-2020 Referred back	C Mackenzie
08/2/17/83	Supply, installation and monitoring of vehicle tracking system	17-Aug-2020	3-Sep-2020 Referred to Legal	O Gatyene

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/88	Supply and delivery of Electrical Equipment and Cables	05-Oct-2020	Awaiting	D Greeff
08/2/17/98	Supply and delivery of crushed stone aggregate and sand	07-Sep-2020	06-Oct-2020	E Lintnaar
08/2/17/99	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, Kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	08-Sep-2020	05-Oct-2020	E Lintnaar
08/2/17/100	Monitoring of drinking water quality in the Witzenberg area	13-Oct-2020	16-Oct-2020	N Jacobs
08/2/17/101	Monitoring, quality control and process advisory services at Watercare plants in the Witzenberg area	14-Oct-2020	26-Oct-2020	N Jacobs
08/2/17/102	Supply and delivery of all-weather cold mix asphalt bags in Witzenberg municipal area	08-Sep-2020	29-Sep-2020	E Lintnaar
08/2/18/05	Roads and Stormwater Maintenance	07-Oct-2020	12-Oct-2020	E Lintnaar
08/2/18/08	Construction of the Waverenskroon Dam, Inlet Pipeline and Intake Works, Tulbagh	21-Oct-2020	Awaiting	N Jacobs
08/2/18/15	Facilitation of Municipal annual medical assessments	15-Oct-2020	Awaiting	I Barnard
08/2/18/17	Supply and delivery of a Fire truck equipped with medium size firefighting pumping apparatus with associated equipment to the Witzenberg Municipality	07-Sep-2020	Awaiting	A Lamprecht-Vertue

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
08/2/17/85	Supply, delivery and installation of building signage	18-Mar-2020	23-Mar-2020	R Hendricks
08/2/18/09	Supply and delivery of fire fighter structural fire boots, firefighter goggles, structural fire helmets and structural fire gloves	25-Aug-2020	1-Sep-2020 6-Oct-2020	A Lamprecht-Vertue
08/2/18/11	Appointment of a service provider for virtual training of municipal officials to conduct a disciplinary hearing	07-Sep-2020	17-Sep-2020	I Barnard
08/2/18/18	Supply and delivery of Wildland Fire Boots and Disaster Management Station safety shoes	01-Sep-2020	28-Sep-2020	A Lamprecht-Vertue
08/2/18/23	Supply, delivery and offloading of lime and calcium hypochlorite	08-Oct-2020	21-Oct-2020	M Frieslaar
08/2/18/25	Supply and delivery of laptops	09-Oct-2020	13-Oct-2020	R Rhode

08/2/18/29	Appointment of a service provider to provide shields for municipal offices	26-Oct-2020	Awaiting	I Barnard
08/2/18/30	Painting of external surfaces at Pine Valley community hall Wolseley	21-Oct-2020	Awaiting	H Truter

3.2.1.3 Adjudication stage

The following competitive bids are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/55	Supply and delivery of Traffic Uniforms	26-Mar-2020	27-Oct-2020	-
08/2/18/02	Hygienic services for Witzenberg Municipality	16-Sep-2020	27-Oct-2020	-
08/2/18/03	Hiring of plant and equipment for the Witzenberg municipal area	07-Sep-2020	27-Oct-2020	-
08/2/18/13	Supply and delivery of Tailormade business containers	05-Oct-2020	27-Oct-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

The following bid was awarded by the Bid Adjudication Committee during the month of October 2020:

3.2.1.4 Tenders toegeken

Die volgende tender was toegeken deur die Tender Toekenningskomitee gedurende Oktober 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/17/74	14-Oct-2020	Livewire Engineering	Supply of Remote Metering (AMR)	Bidder scored the highest points	R 1 290 136.70

No competitive bids were awarded by the Accounting Officer during the month of October 2020.

Geen mededingende tenders was toegeken deur die Rekenpligtige Beampte gedurende Oktober 2020.

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

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/67	12-Oct-2020	Annual Load Testing of Lifting Equipment including 6 monthly inspection	No acceptable bids were received

08/2/17/68	12-Oct-2020	Translation services from English to Afrikaans and vice versa for Witzenberg Municipality	Bid validity period has lapsed
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3.2.1.6 Paragraph 19 (1) I and 19 (2): Written price quotations

No written price quotations were approved during the month of October 2020.

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Geen geskrewe prys kwotasies was goedgekeur gedurende Oktober 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 October 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 Oktober 2020.

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
08/2/17/81	Appointment of a service provider for prepaid vending services	11 Aug 2020	Ontec Systems (Pty) Ltd	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
08/2/17/87	Supply, printing and mailing of municipal accounts	20 Aug 2020	Insidedata North (Pty) Ltd	Compliance of successful bidder	Appeal is being dealt with by the Accounting Officer	Accounting Officer
08/2/17/87	Supply, printing and mailing of municipal accounts	22 Aug 2020	CAB Holdings (Pty) Ltd	Compliance of successful bidder	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 October 2020 which totals R 364 299:

3.2.1.9 Afwykinge

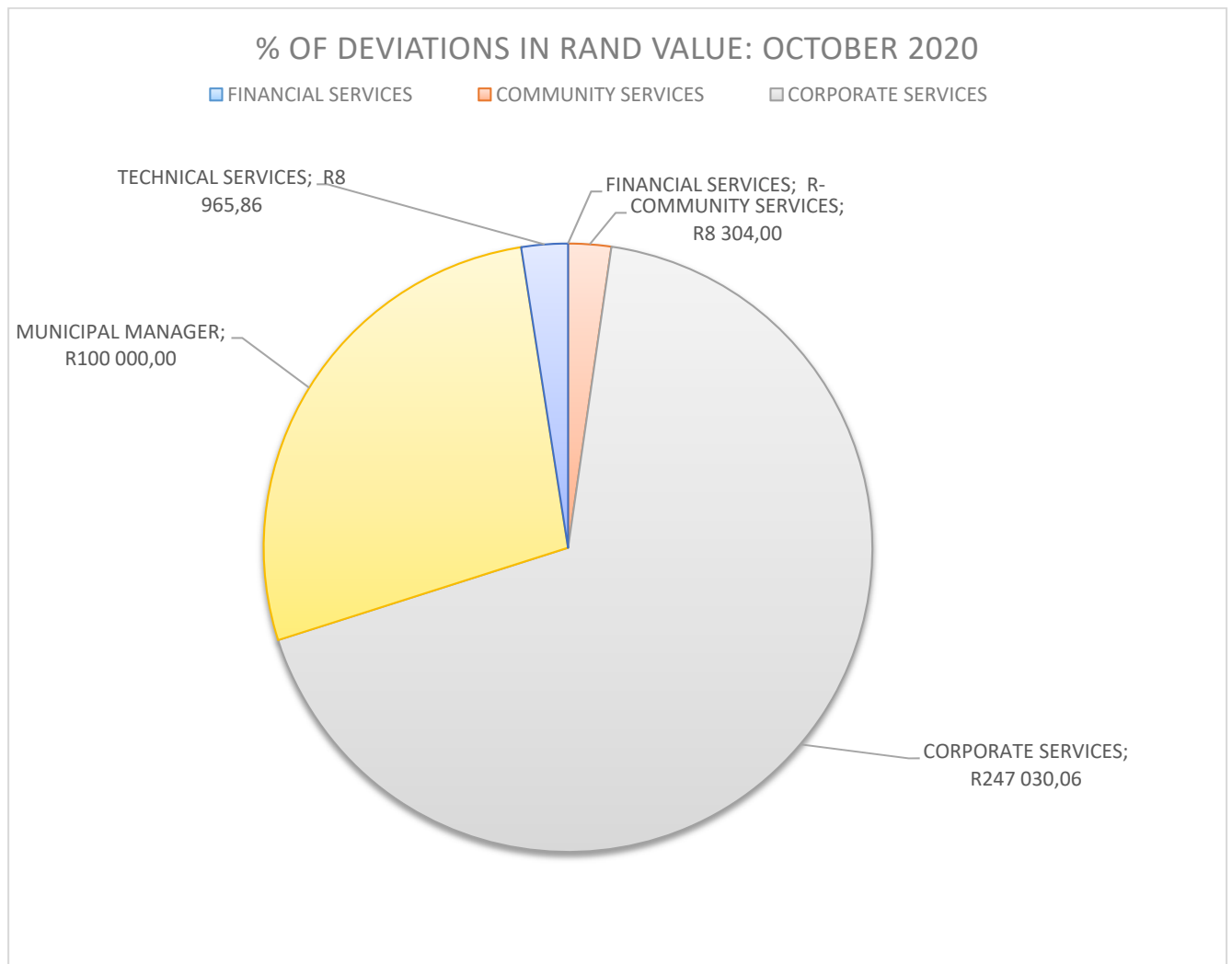
Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykinge deur die Rekenpligtige Beampte vir die maand van Oktober 2020 wat beloop op die totaal van R 364 299:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
4-Aug-20	Witzenberg Herald	Publish Notice: Leasing of Municipal Building	Single supplier	165357	3,744.00
6-Oct-20	Trans Manufacturing	Supply gutter brooms for Sweeper CT 22898	Impractical	166131	8,965.86

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
	(PTY) Ltd T/A Transtech				
7-Oct-20	Witzenberg Herald	Publish Notice: Indigent Notice	Single supplier	166144	4,560.00
22-Oct-20	Traffic Management Technologies Services & Supplies (PTY) Ltd	Speed cameras and back office support	Impractical	166346	218,148.00
22-Oct-20	PBSA (PTY) Ltd	Franking Machine: SAPO inspection, license and reset fee	Single supplier	166348	7,918.56
23-Oct-20	Batsumi Enterprise Solutions (PTY) Ltd	Franking Machine: Ribbon Cartridges	Single supplier	166380	9,763.50
28-Oct-20	Witzenberg Herald	Publish Notice: Matric message & Coronation day	Single supplier	166437	11,200.00
2-Oct-20	Kellerman Joubert Prokureurs	Legal Services: Amrich Prop / Witzenberg	Impractical	600149	100,000.00

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
August 2020	R 258 564	R14 241 256.02	1.81%
September 2020	R 280 025	R28 079 850.19	0.99%
October 2020	R 364 299	R30 718 016.59	1.18%

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 2020	Sep 2020	Oct 2020
Value of inventory at hand	R 9 664 811	R 9 518 544	R 9 006 668
Turnover rate of total value of inventory	1.21	1.19	1.23
Date of latest stores reconciliation	30 Sep 2020		
Date of last stock count	23 Sep 2020		
Date of next stock count	4 Dec 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 October 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: 13/11/2020

Rig asseblief alle korrespondensie aan die Munisipale Bestuurder/ Kindly address all correspondence to the Municipal Manager/ Yonke imbalelwano mayithunyehwe 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 November 2020

**Financial data is in respect of the period
1 July 2020 to 30 June 2021**

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 wesenslike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesenslike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) 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 13.84 million.

The monthly billing was also done as scheduled and during this process 12447 accounts amounting to R 30 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 1.7 million.

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 85%.

The municipality issued orders to the value of R 31,9 million of which R 2 million 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 November 2020 .

It is further recommended that the council condone the following steps instituted during the lockdown period:

- That electricity is not blocked and / or cut;
- That interest is not charged on overdue accounts;
- That indigent applications do not lapse.

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 R13,84miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 447 rekeninge ten bedrae van R 30 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 5 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen.

Die opgehoopde debiteure verhalings se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 85%

Bestellings ter waarde van R 31,9 miljoen uitgereik, waarvan R 2 miljoen 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 November 2020 .

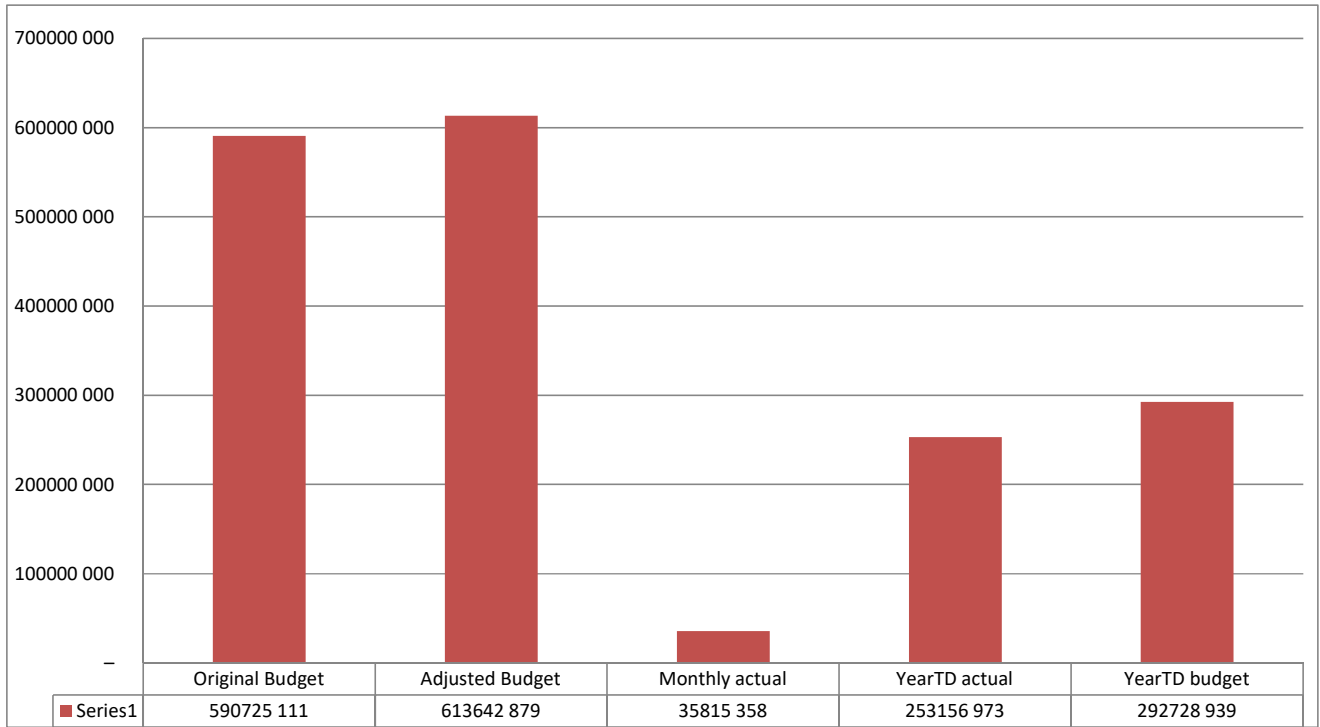
Dit word verder aanbeveel dat die raad die volgende stappe kondoneer wat tydens die inperkings tydperk ingestel is:

- Dat geen elektrisiteit geblok en / of gesny word nie;
- Dat geen rente op agterstallige rekenings gehef word nie;
- Dat deernis aansoeke nie verval nie.

C OPSOMMING

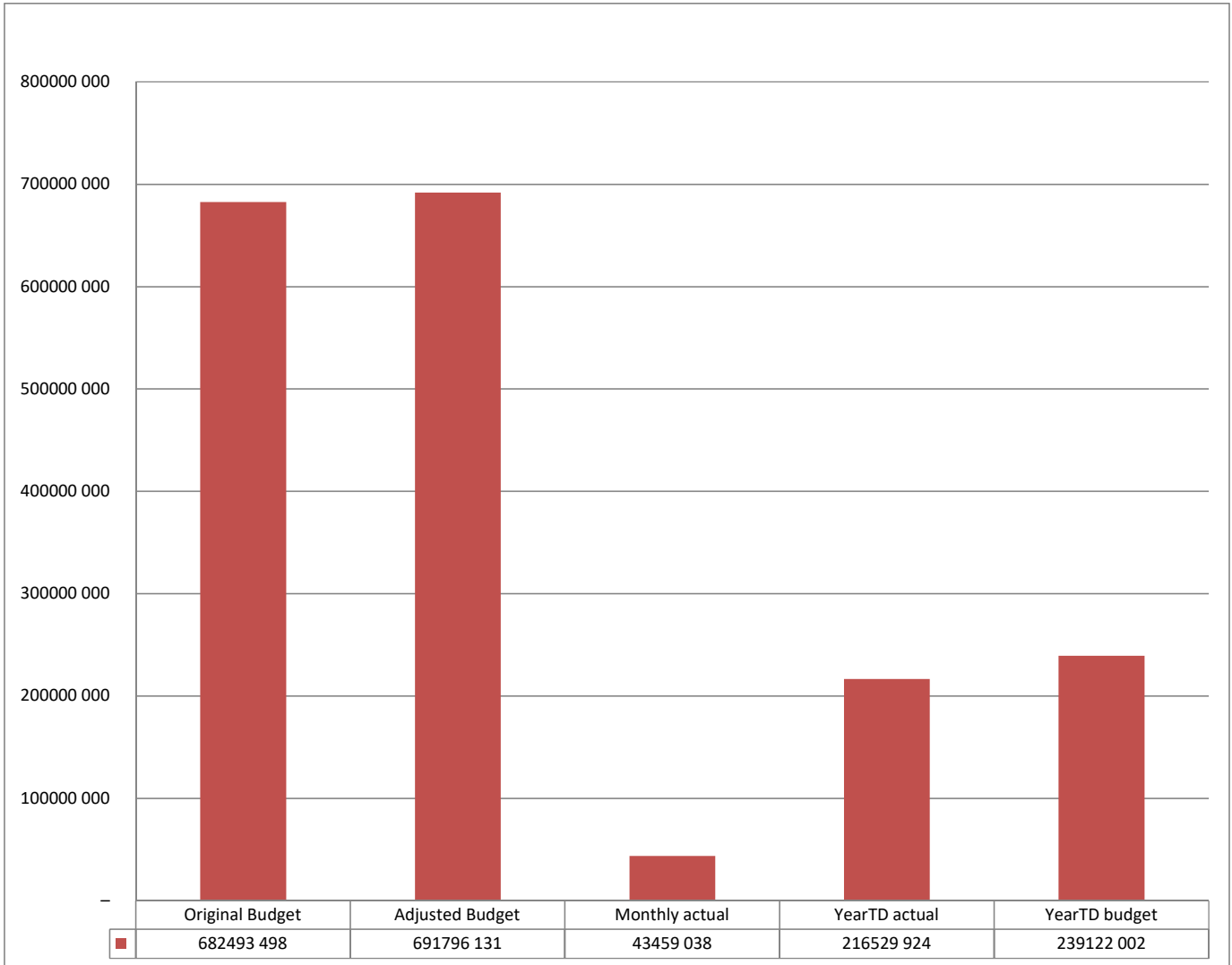
Die volgende tabelle voorsien 'n opsomming van die finansiële inligting:

TOTAL OPERATIONAL REVENUE



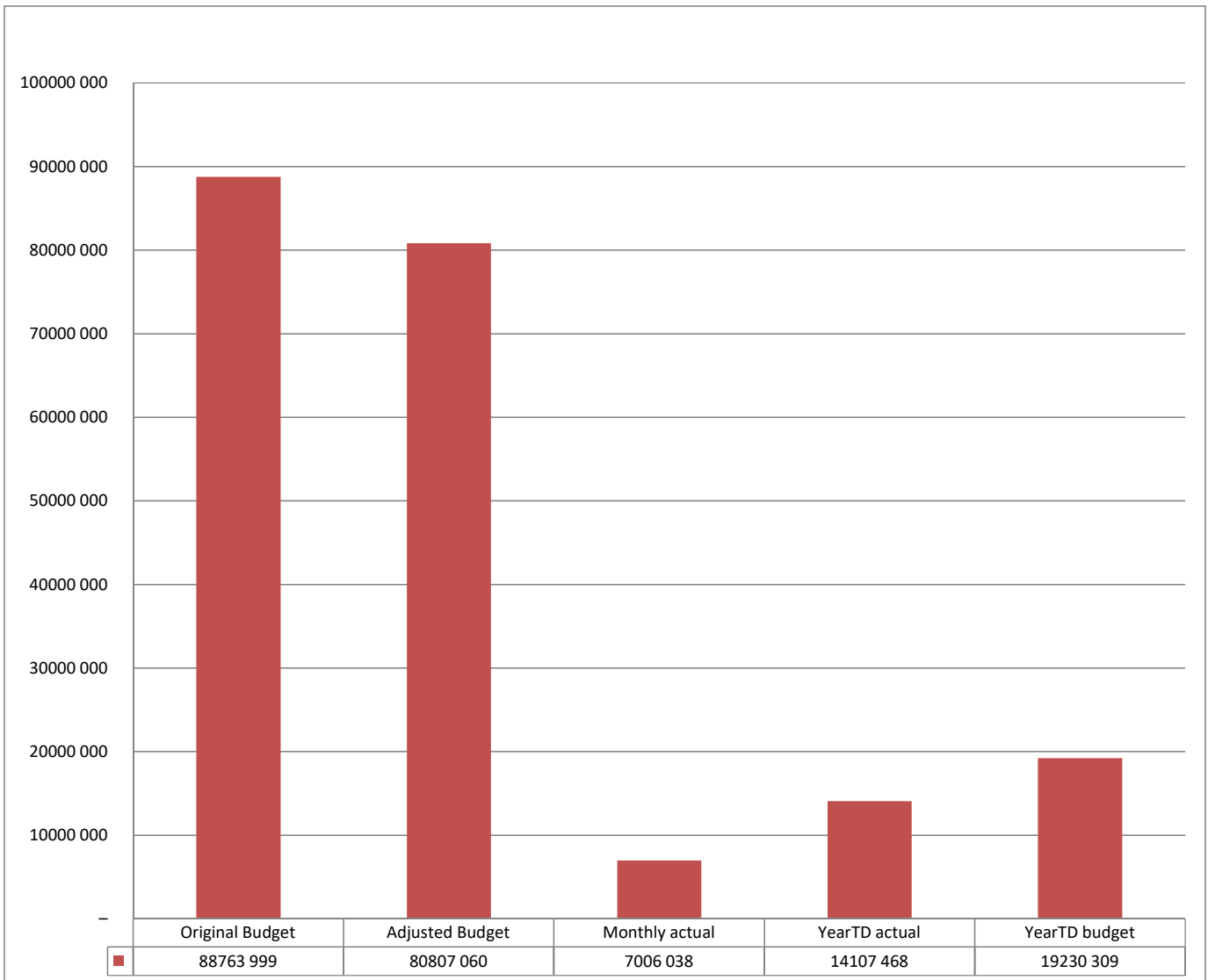
For the period 1 July 2020 to 30 November 2020, 41,25% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2020 tot 30 November 2020, is 41,25% van die begrote operasionele inkomste gehêf.

TOTAL OPERATIONAL EXPENDITURE

For the period 1 July 2020 to 30 November 2020, 31,3% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2020 tot 30 November 2020, is 31,3% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE

For the period 1 July 2020 to 30 November 2020, 17,46% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2020 tot 30 November 2020, is 17,46% 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 November 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M05 November

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>Financial Performance</u>									
Property rates	73 497	76 388	76 388	4 335	50 932	51 258	(325)	-1%	76 388
Service charges	346 579	341 732	341 732	29 903	149 706	140 651	9 055	6%	341 732
Investment revenue	7 446	9 129	9 129	251	1 312	1 618	(306)	-19%	9 129
Transfers recognised - operational	131 561	116 989	139 907	166	46 328	92 042	(45 714)	-50%	139 907
Other own revenue	47 582	46 486	46 486	1 160	4 878	7 159	(2 281)	-32%	46 486
transfers and contributions)	606 665	590 725	613 643	35 815	253 157	292 729	(39 572)	-14%	613 643
Employee costs	9 902	226 182	226 182	15 645	82 409	87 562	(5 153)	-6%	226 182
Remuneration of Councillors	9 902	12 032	12 032	825	4 124	4 405	(282)	-6%	12 032
Depreciation & asset impairment	31 977	40 688	40 688	–	2	3 743	(3 741)	-100%	40 688
Finance charges	9 044	9 181	9 181	88	129	885	(757)	-85%	9 181
Materials and bulk purchases	236 016	252 289	251 518	15 289	87 049	95 868	(8 819)	-9%	251 518
Transfers and grants	25 477	2 179	8 060	223	664	718	(54)	-8%	8 060
Other expenditure	282 437	139 944	144 137	11 390	42 155	45 941	(3 786)	-8%	144 137
Total Expenditure	604 755	682 493	691 796	43 459	216 530	239 122	(22 592)	-9%	691 796
Surplus/(Deficit)	1 910	(91 768)	(78 153)	(7 644)	36 627	53 607	(16 980)	-32%	(78 153)
Transfers recognised - capital	13 442	78 716	63 810	–	–	10 413	(10 413)	-100%	63 810
Contributions & Contributed assets	–	–	501	–	–	125	(125)	-100%	501
& contributions	15 353	(13 052)	(13 842)	(7 644)	36 627	64 145	(27 518)	-43%	(13 842)
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	15 353	(13 052)	(13 842)	(7 644)	36 627	64 145	(27 518)	-43%	(13 842)
<u>Capital expenditure & funds sources</u>									
Capital expenditure	24 652	88 764	80 807	7 006	14 107	19 230	(5 123)	-27%	80 807
Capital transfers recognised	13 123	78 716	64 311	4 570	9 503	15 591	(6 087)	-39%	64 311
Public contributions & donations	–	–	–	–	–	–	–	–	–
Borrowing	–	–	–	–	–	–	–	–	–
Internally generated funds	21 175	10 048	16 496	2 436	4 604	3 640	964	26%	16 496
Total sources of capital funds	34 298	88 764	80 807	7 006	14 107	19 230	(5 123)	-27%	80 807
<u>Financial position</u>									
Total current assets	218 573	108 824	185 556		255 945				255 945
Total non current assets	957 588	1 049 210	1 052 677		971 696				971 696
Total current liabilities	147 395	130 550	205 180		159 198				159 198
Total non current liabilities	110 508	185 378	170 101		113 557				113 557
Community wealth/Equity	918 258	842 106	862 953		954 885				954 885
<u>Cash flows</u>									
Net cash from (used) operating	–	62 440	40 308	(7 778)	15 953	18 814	(2 861)	-15%	40 308
Net cash from (used) investing	–	(88 764)	(80 537)	(7 328)	(15 345)	(30 507)	15 162	-50%	(80 537)
Net cash from (used) financing	–	(1 500)	(1 593)	40	32	(1 245)	1 277	-103%	32
end	–	45 495	88 573	–	131 035	117 456	13 579	12%	88 573
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
<u>Debtors Age Analysis</u>									
Total By Income Source	45 379	7 117	12 633	5 780	5 248	4 412	20 998	159 804	261 370
<u>Creditors Age Analysis</u>									
Total Creditors	603	50	–	–	–	–	–	–	654

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	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>	91 801	101 030	104 019	5 046	53 996	42 314	11 683	28%	104 019
Executive and council	122	–	–	3	13	–	13	#DIV/0!	–
Finance and administration	91 679	101 030	104 019	5 043	53 983	42 314	11 670	28%	104 019
Internal audit	–	–	–	–	–	–	–		–
<i>Community and public safety</i>	163 882	142 111	162 864	787	49 021	66 378	(17 357)	-26%	137 958
Community and social services	105 131	114 880	129 050	140	46 317	53 716	(7 400)	-14%	129 050
Sport and recreation	10 375	1 805	1 805	102	219	602	(383)	-64%	1 805
Public safety	24 096	24 912	25 634	544	2 485	10 380	(7 895)	-76%	728
Housing	24 280	514	6 375	–	–	1 679	(1 679)	-100%	6 375
<i>Economic and environmental services</i>	4 311	20 173	20 308	145	741	6 239	(5 498)	-88%	20 308
Planning and development	1 933	2 512	3 958	145	737	1 408	(671)	-48%	3 958
Road transport	2 227	17 647	16 337	–	3	4 825	(4 822)	-100%	16 337
Environmental protection	152	13	13	–	–	6	(6)	-100%	13
<i>Trading services</i>	360 019	406 013	390 649	29 837	149 394	154 976	(5 581)	-4%	390 649
Energy sources	258 127	265 685	265 685	16 670	105 835	110 702	(4 867)	-4%	265 685
Water management	43 372	64 856	59 568	3 074	15 406	21 098	(5 692)	-27%	59 568
Waste water management	30 397	43 424	32 847	7 738	16 610	11 256	5 354	48%	32 847
Waste management	28 124	32 047	32 549	2 355	11 543	11 919	(376)	-3%	32 549
Total Revenue - Functional	620 107	669 441	677 954	35 815	253 157	269 954	(16 797)	-6%	653 048
Expenditure - Functional									
<i>Governance and administration</i>	112 611	150 869	153 688	9 442	46 779	58 361	(11 581)	-20%	153 688
Executive and council	23 575	30 612	30 612	1 650	8 841	12 755	(3 914)	-31%	30 612
Finance and administration	86 595	117 451	120 271	7 588	36 797	44 603	(7 806)	-18%	120 271
Internal audit	2 441	2 805	2 805	204	1 141	1 002	139	14%	2 805
<i>Community and public safety</i>	129 386	107 225	112 889	6 132	30 747	45 865	(15 118)	-33%	80 568
Community and social services	23 713	28 760	28 736	1 775	8 675	11 897	(3 221)	-27%	28 736
Sport and recreation	25 603	30 457	30 331	1 839	9 041	12 638	(3 597)	-28%	30 331
Public safety	51 790	42 200	42 158	2 148	11 180	17 562	(6 381)	-36%	9 838
Housing	28 279	5 807	11 664	369	1 851	3 769	(1 918)	-51%	11 664
<i>Economic and environmental services</i>	34 200	38 426	38 086	3 388	12 379	14 638	(2 259)	-15%	38 086
Planning and development	9 694	12 992	12 748	782	4 003	4 682	(679)	-15%	12 748
Road transport	23 496	23 425	23 329	2 578	8 239	9 119	(880)	-10%	23 329
Environmental protection	1 009	2 009	2 009	29	137	837	(700)	-84%	2 009
<i>Trading services</i>	327 676	385 015	386 174	24 274	126 178	159 943	(33 765)	-21%	386 174
Energy sources	245 962	268 463	270 337	16 168	90 999	111 957	(20 958)	-19%	270 337
Water management	40 294	35 733	35 816	2 854	12 186	14 652	(2 466)	-17%	35 816
Waste water management	33 596	34 766	34 749	2 496	10 395	14 479	(4 083)	-28%	34 749
Waste management	7 825	46 053	45 272	2 756	12 598	18 855	(6 257)	-33%	45 272
<i>Other</i>	882	959	959	223	446	400	46	12%	959
Total Expenditure - Functional	604 755	682 493	691 796	43 459	216 530	279 207	(62 677)	-22%	659 475
Surplus/ (Deficit) for the year	15 353	(13 052)	(13 842)	(7 644)	36 627	(9 252)	45 879		(6 427)

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	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									
<i>Municipal governance and administration</i>	91 801	101 030	104 019	5 046	53 996	42 314	11 683	28%	104 019
Executive and council	122	-	-	3	13	-	13		-
Mayor and Council	103	-	-	3	13	-	13		-
Municipal Manager, Town Secretary and Chief Execut	19	-	-	-	-	-	-		-
Finance and administration	91 679	101 030	104 019	5 043	53 983	42 314	11 670	28%	104 019
Administrative and Corporate Support	-	9	9	-	0	4	(4)	-99%	9
Finance	91 860	100 446	103 435	5 018	53 926	42 071	11 855	28%	103 435
Human Resources	313	552	552	-	-	230	(230)	-100%	552
Marketing, Customer Relations, Publicity and Media	-	4	4	-	-	2	(2)	-100%	4
Property Services	(550)	-	-	-	-	-	-		-
Supply Chain Management	56	18	18	25	57	7	50	669%	18
<i>Community and public safety</i>	163 882	142 111	162 864	787	49 021	66 378	(17 357)	-26%	137 958
Community and social services	105 131	114 880	129 050	140	46 317	53 716	(7 400)	-14%	129 050
Aged Care	95 300	104 406	118 576	125	46 200	49 407	(3 207)	-6%	118 576
Cemeteries, Funeral Parlours and Crematoriums	176	233	233	14	116	97	18	19%	233
Community Halls and Facilities	357	405	405	1	1	114	(114)	-99%	405
Libraries and Archives	9 299	9 836	9 836	-	1	4 098	(4 098)	-100%	9 836
Sport and recreation	10 375	1 805	1 805	102	219	602	(383)	-64%	1 805
Recreational Facilities	6 296	773	773	102	219	317	(98)	-31%	773
Sports Grounds and Stadiums	4 079	1 032	1 032	-	-	285	(285)	-100%	1 032

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									
Public safety	24 096	24 912	25 634	544	2 485	10 380	(7 895)	-76%	728
<i>Fire Fighting and Protection</i>	5	6	728	–	–	3	(3)	(0)	728
Housing	24 280	514	6 375	–	–	1 679	(1 679)	-100%	6 375
<i>Housing</i>	24 280	514	6 375	–	–	1 679	(1 679)	-100%	6 375
Economic and environmental services	4 311	20 173	20 308	145	741	6 239	(5 498)	-88%	20 308
Planning and development	1 933	2 512	3 958	145	737	1 408	(671)	-48%	3 958
<i>Economic Development/Planning</i>	166	–	1 445	–	–	361	(361)	-100%	1 445
<i>Town Planning, Building Regulations and Enforcemen</i>	1 768	1 882	1 882	145	737	784	(47)	-6%	1 882
<i>Project Management Unit</i>	–	630	630	–	–	263	(263)	-100%	630
Road transport	2 227	17 647	16 337	–	3	4 825	(4 822)	-100%	16 337
<i>Roads</i>	2 227	17 647	16 337	–	3	4 825	(4 822)	-100%	16 337
Environmental protection	152	13	13	–	–	6	(6)	-100%	13
<i>Biodiversity and Landscape</i>	152	13	13	–	–	6	(6)	-100%	13
Trading services	360 019	406 013	390 649	29 837	149 394	154 976	(5 581)	-4%	390 649
Energy sources	258 127	265 685	265 685	16 670	105 835	110 702	(4 867)	-4%	265 685
<i>Electricity</i>	257 653	265 685	265 685	16 670	105 835	110 702	(4 867)	-4%	265 685
<i>Street Lighting and Signal Systems</i>	474	–	–	–	–	–	–	–	–
Water management	43 372	64 856	59 568	3 074	15 406	21 098	(5 692)	-27%	59 568
<i>Water Distribution</i>	43 372	64 856	59 568	3 074	15 406	21 098	(5 692)	-27%	59 568
Waste water management	30 397	43 424	32 847	7 738	16 610	11 256	5 354	48%	32 847
<i>Sewerage</i>	27 134	29 605	24 317	7 738	16 610	9 124	7 487	82%	24 317
<i>Storm Water Management</i>	3 263	13 819	8 531	–	–	2 133	(2 133)	-100%	8 531
Waste management	28 124	32 047	32 549	2 355	11 543	11 919	(376)	-3%	32 549
<i>Solid Waste Removal</i>	28 124	32 047	32 549	2 355	11 543	11 919	(376)	-3%	32 549
Other	93	115	115	0	5	48	(43)	-90%	115
Licensing and Regulation	93	115	115	0	5	48	(43)	-90%	115
Total Revenue - Functional	620 107	669 441	677 954	35 815	253 157	269 954	(16 797)	-6%	653 048

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M05 November

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									
<i>Municipal governance and administration</i>	112 611	150 869	153 688	9 442	46 779	58 361	(11 581)	-20%	153 688
Executive and council	23 575	30 612	30 612	1 650	8 841	12 755	(3 914)	-31%	30 612
<i>Mayor and Council</i>	15 490	19 731	19 731	1 078	5 427	8 221	(2 794)	-34%	19 731
<i>Municipal Manager, Town Secretary and Chief Execut</i>	8 084	10 881	10 881	572	3 414	4 534	(1 120)	-25%	10 881
Finance and administration	86 595	117 451	120 271	7 588	36 797	44 603	(7 806)	-18%	120 271
<i>Administrative and Corporate Support</i>	16 481	12 535	12 535	1 730	5 923	5 223	700	13%	12 535
<i>Asset Management</i>	156	4 772	4 772	2	26	1 988	(1 962)	-99%	4 772
<i>Finance</i>	30 641	38 188	41 015	2 599	13 220	15 388	(2 168)	-14%	41 015
<i>Fleet Management</i>	2 798	2 845	2 845	231	1 215	1 178	38	3%	2 845
<i>Human Resources</i>	16 877	37 508	37 433	1 171	8 705	12 326	(3 621)	-29%	37 433
<i>Information Technology</i>	3 706	4 002	4 173	814	1 996	1 739	257	15%	4 173
<i>Legal Services</i>	3 095	3 490	3 490	94	1 022	1 013	9	1%	3 490
<i>Marketing, Customer Relations, Publicity and Media</i>	3 861	3 968	3 964	295	1 512	1 652	(140)	-8%	3 964
<i>Property Services</i>	1 944	1 239	1 239	55	264	516	(252)	-49%	1 239
<i>Risk Management</i>	-	457	457	-	-	191	(191)	-100%	457
<i>Supply Chain Management</i>	6 688	6 963	6 863	552	2 770	2 860	(90)	-3%	6 863
<i>Valuation Service</i>	348	1 483	1 483	44	145	530	(385)	-73%	1 483
Internal audit	2 441	2 805	2 805	204	1 141	1 002	139	14%	2 805
<i>Governance Function</i>	2 441	2 805	2 805	204	1 141	1 002	139	14%	2 805
<i>Community and public safety</i>	129 386	107 225	112 889	6 132	30 747	45 865	(9 782)	-21%	80 568
Community and social services	23 713	28 760	28 736	1 775	8 675	11 897	(3 221)	-27%	28 736
<i>Aged Care</i>	5 011	4 771	4 621	330	1 378	1 903	(526)	-28%	4 621
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	2 931	3 585	3 737	237	1 303	1 502	(200)	-13%	3 737
<i>Child Care Facilities</i>	6	896	896	1	3	373	(371)	-99%	896
<i>Community Halls and Facilities</i>	5 498	6 671	6 657	387	1 870	2 774	(903)	-33%	6 657
<i>Disaster Management</i>	54	77	77	-	-	32	(32)	-100%	77
<i>Education</i>	2	766	766	1	1	319	(319)	-100%	766
<i>Libraries and Archives</i>	10 212	11 994	11 982	819	4 121	4 992	(871)	-17%	11 982
Sport and recreation	25 603	30 457	30 331	1 839	9 041	12 638	(3 597)	-28%	30 331
<i>Community Parks (including Nurseries)</i>	7 660	7 262	7 262	630	2 822	3 026	(204)	-7%	7 262
<i>Recreational Facilities</i>	13 206	17 843	17 727	811	4 343	7 386	(3 043)	-41%	17 727
<i>Sports Grounds and Stadiums</i>	4 738	5 352	5 342	399	1 876	2 226	(350)	-16%	5 342
Public safety	51 790	42 200	42 158	2 148	11 180	17 562	(1 045)	-6%	9 838
<i>Fire Fighting and Protection</i>	7 955	9 867	9 838	551	3 049	4 095	(1 045)	-26%	9 838
Housing	28 279	5 807	11 664	369	1 851	3 769	(1 918)	-51%	11 664
<i>Housing</i>	28 101	3 948	9 805	354	1 773	2 994	(1 221)	-41%	9 805
<i>Informal Settlements</i>	178	1 859	1 859	16	78	775	(697)	-90%	1 859

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								%	
<i>Economic and environmental services</i>	34 200	38 426	38 086	3 388	12 379	14 638	(2 259)	-15%	38 086
Planning and development	9 694	12 992	12 748	782	4 003	4 682	(679)	-15%	12 748
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 541	2 290	2 290	135	658	954	(296)	-31%	2 290
<i>Economic Development/Planning</i>	1 609	2 215	2 212	117	543	917	(374)	-41%	2 212
<i>Town Planning, Building Regulations and Enforcement</i>	4 818	5 740	5 740	345	1 893	1 767	127	7%	5 740
<i>Project Management Unit</i>	1 727	2 746	2 505	185	909	1 044	(135)	-13%	2 505
Road transport	23 496	23 425	23 329	2 578	8 239	9 119	(880)	-10%	23 329
<i>Roads</i>	23 496	23 425	23 329	2 578	8 239	9 119	(880)	-10%	23 329
Environmental protection	1 009	2 009	2 009	29	137	837	(700)	-84%	2 009
<i>Biodiversity and Landscape</i>	1 009	2 009	2 009	29	137	837	(700)	-84%	2 009
<i>Trading services</i>	327 676	385 015	386 174	24 274	126 178	159 943	(33 765)	-21%	386 174
Energy sources	245 962	268 463	270 337	16 168	90 999	111 957	(20 958)	-19%	270 337
<i>Electricity</i>	243 198	265 128	267 302	16 070	90 335	110 692	(20 357)	-18%	267 302
<i>Street Lighting and Signal Systems</i>	2 763	3 335	3 035	98	664	1 265	(601)	-48%	3 035
Water management	40 294	35 733	35 816	2 854	12 186	14 652	(2 466)	-17%	35 816
<i>Water Treatment</i>	25	1 692	1 692	15	60	705	(645)	-91%	1 692
<i>Water Distribution</i>	37 165	29 481	29 564	2 822	10 722	12 318	(1 597)	-13%	29 564
<i>Water Storage</i>	3 104	4 560	4 560	16	1 404	1 629	(224)	-14%	4 560
Waste water management	33 596	34 766	34 749	2 496	10 395	14 479	(4 083)	-28%	34 749
<i>Public Toilets</i>	1 489	1 875	1 875	131	615	781	(167)	-21%	1 875
<i>Sewerage</i>	24 780	23 500	23 220	1 896	7 460	9 675	(2 215)	-23%	23 220
<i>Storm Water Management</i>	7 325	6 691	6 954	469	2 320	2 897	(577)	-20%	6 954
<i>Waste Water Treatment</i>	2	2 699	2 699	-	-	1 125	(1 125)	-100%	2 699
Waste management	7 825	46 053	45 272	2 756	12 598	18 855	(6 257)	-33%	45 272
<i>Solid Waste Disposal (Landfill Sites)</i>	(23 910)	16 613	16 608	180	1 058	6 912	(5 854)	-85%	16 608
<i>Solid Waste Removal</i>	29 820	28 001	27 224	2 446	10 925	11 343	(418)	-4%	27 224
<i>Street Cleaning</i>	1 915	1 440	1 440	130	615	600	15	3%	1 440
<i>Other</i>	882	959	959	223	446	400	46	12%	959
Licensing and Regulation	28	62	62	-	-	26	(26)	-100%	62
Tourism	854	897	897	223	446	374	73	19%	897
Total Expenditure - Functional	604 755	682 493	691 796	43 459	216 530	279 207	(57 341)	-21%	659 475
Surplus/ (Deficit) for the year	15 353	(13 052)	(13 842)	(7 644)	36 627	(9 252)	45 879	-496%	(6 427)

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	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	89 792	97 078	100 067	4 921	53 424	40 667	12 757	31,4%	100 067
Vote 2 - Community Services	40 250	11 944	12 666	133	418	4 972	(4 554)	-91,6%	12 666
Vote 3 - Corporate Services	116 399	126 015	140 185	671	48 693	58 359	(9 666)	-16,6%	140 185
Vote 4 - Technical Services	7 857	4 905	12 211	0	0	3 722	(3 722)	-100,0%	12 211
Vote 5 - Municipal Manager	(134)	566	566	3	13	236	(223)	-94,5%	566
Total Revenue by Vote	618 059	669 441	677 954	35 815	253 157	269 954	(16 797)	-6,2%	677 954
Vote 1 - Financial Services	38 220	52 907	55 633	3 231	16 652	21 391	(4 739)	-22,2%	55 633
Vote 2 - Community Services	34 888	42 428	42 529	2 599	13 795	17 547	(3 752)	-21,4%	42 529
Vote 3 - Corporate Services	58 941	51 839	51 113	2 643	12 597	21 275	(8 678)	-40,8%	51 113
Vote 4 - Technical Services	39 210	19 452	25 738	1 114	5 424	9 743	(4 319)	-44,3%	25 738
Vote 5 - Municipal Manager	59 536	81 238	81 331	5 463	24 794	30 617	(5 822)	-19,0%	81 331
Total Expenditure by Vote	603 498	682 493	691 796	43 459	216 530	279 207	(62 677)	-22,4%	691 796
Surplus/ (Deficit) for the year	14 561	(13 052)	(13 842)	(7 644)	36 627	(9 252)	45 879	-495,9%	(13 842)

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	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	73 497	76 388	76 388	4 335	50 932	51 258	(325)	-1%	76 388
Service charges - electricity revenue	255 498	266 973	266 973	16 670	105 835	105 452	383	0%	266 973
Service charges - water revenue	39 419	35 137	35 137	3 075	15 407	14 475	931	6%	35 137
Service charges - sanitation revenue	25 949	18 352	18 352	7 805	16 948	10 262	6 686	65%	18 352
Service charges - refuse revenue	25 713	21 271	21 271	2 353	11 517	10 462	1 055	10%	21 271
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	3 905	2 663	2 663	102	473	533	(60)	-11%	2 663
Interest earned - external investments	7 446	9 129	9 129	251	1 312	1 618	(306)	-19%	9 129
Interest earned - outstanding debtors	10 515	8 264	8 264	(6)	(121)	995	(1 116)	-112%	8 264
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	19 654	20 456	20 456	11	39	1 276	(1 237)	-97%	20 456
Licences and permits	1 042	2 010	2 010	540	2 465	2 047	418	20%	2 010
Agency services	3 477	3 854	3 854	-	-	235	(235)	-100%	3 854
Transfers recognised - operational	131 561	116 989	139 907	166	46 328	92 042	(45 714)	-50%	139 907
Other revenue	9 462	9 239	9 239	513	2 022	2 072	(50)	-2%	9 239
Gains on disposal of PPE	(474)	-	-	-	-	(0)	0	-100%	-
Total Revenue (excluding capital transfers and contributions)	606 665	590 725	613 643	35 815	253 157	292 729	(39 572)	-14%	613 643
Expenditure By Type									
Employee related costs	185 788	226 182	226 182	15 645	82 409	87 562	(5 153)	-6%	226 182
Remuneration of councillors	9 902	12 032	12 032	825	4 124	4 405	(282)	-6%	12 032
Debt impairment	14 187	44 688	44 688	1	7	4 115	(4 109)	-100%	44 688
Depreciation & asset impairment	31 977	40 688	40 688	-	2	3 743	(3 741)	-100%	40 688
Finance charges	9 044	9 181	9 181	88	129	885	(757)	-85%	9 181
Bulk purchases	221 822	232 760	232 760	14 560	82 532	89 375	(6 843)	-8%	232 760
Other materials	14 194	19 528	18 757	729	4 517	6 493	(1 976)	-30%	18 757
Contracted services	44 029	48 486	53 394	4 724	15 407	17 139	(1 733)	-10%	53 394
Transfers and grants	25 477	2 179	8 060	223	664	718	(54)	-8%	8 060
Other expenditure	48 335	46 770	46 054	6 666	26 741	24 686	2 055	8%	46 054
Loss on disposal of PPE	-	-	-	-	-	0	(0)	-100%	-
Total Expenditure	604 755	682 493	691 796	43 459	216 530	239 122	(22 592)	-9%	691 796
Surplus/(Deficit)	1 910	(91 768)	(78 153)	(7 644)	36 627	53 607	(16 980)	(0)	(78 153)
Transfers recognised - capital	13 442	78 716	63 810	-	-	10 413	(10 413)	(0)	63 810
Contributions recognised - capital	-	-	501	-	-	125	(125)	(0)	501
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	15 353	(13 052)	(13 842)	(7 644)	36 627	64 145			(13 842)
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	15 353	(13 052)	(13 842)	(7 644)	36 627	64 145			(13 842)
Surplus/ (Deficit) for the year	15 353	(13 052)	(13 842)	(7 644)	36 627	64 145			(13 842)

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) - M05 November

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 1 - Financial Services	(9 816)	–	–	–	–	–	–		–
Vote 2 - Community Services	126	–	214	–	183	89	94	105%	214
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Technical Services	12 575	14 421	16 174	1 674	2 930	3 611	(682)	-19%	16 174
Vote 7 - Technical Services	1 400	26 288	22 995	30	141	5 749	(5 608)	-98%	22 995
Total Capital Multi-year expenditure	4 304	40 708	39 384	1 704	3 253	9 449	(6 196)	-66%	39 384
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	206	–	102	–	–	43	(43)	-100%	102
Vote 2 - Community Services	–	–	722	–	–	–	–		722
Vote 3 - Corporate Services	1 053	620	1 113	116	342	153	188	123%	1 113
Vote 4 - Technical Services	4 152	900	6 431	3	2 942	2 439	504	21%	6 431
Vote 5 - Municipal Manager	1 833	1 050	4 228	170	1 033	1 448	(416)	-29%	4 228
Total Capital single-year expenditure	20 348	48 056	41 423	5 303	10 854	9 781	1 073	11%	41 423
Total Capital Expenditure	24 652	88 764	80 807	7 006	14 107	19 230	(5 123)	-27%	80 807

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M05 November

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									
<i>Governance and administration</i>	(7 159)	1 400	3 860	169	262	1 149	(887)	-77%	3 860
Executive and council	166	600	1 450	(1)	(1)	604	(605)	-100%	1 450
Finance and administration	(7 324)	800	2 410	170	263	545	(282)	-52%	2 410
<i>Community and public safety</i>	5 091	1 520	6 848	116	3 464	2 243	1 221	54%	6 848
Community and social services	313	580	960	110	310	107	203	190%	960
Sport and recreation	4 651	940	4 952	6	2 971	2 047	924	45%	4 952
Public safety	126	-	936	-	183	89	94	105%	936
Housing	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	7 871	20 245	19 743	2 586	3 234	3 752	(518)	-14%	19 743
Planning and development	76	-	1 631	4	4	439	(435)	-99%	1 631
Road transport	7 795	20 245	18 112	2 582	3 230	3 313	(83)	-3%	18 112
Environmental protection	-	-	-	-	-	-	-	-	-
<i>Trading services</i>	18 849	65 600	50 356	4 135	7 148	12 087	(4 939)	-41%	50 356
Energy sources	7 740	2 500	4 153	170	932	1 246	(315)	-25%	4 153
Water management	2 297	27 396	23 005	744	1 813	5 657	(3 844)	-68%	23 005
Waste water management	7 096	26 347	15 770	2 581	3 622	3 183	440	14%	15 770
Waste management	1 716	9 356	7 428	641	781	2 001	(1 220)	-61%	7 428
Total Capital Expenditure - Standard Classification	24 652	88 764	80 807	7 006	14 107	19 230	(5 123)	-27%	80 807
Funded by:									
National Government	12 852	35 763	35 763	1 596	6 465	8 617	(2 152)	-25%	35 763
Provincial Government	271	42 954	27 445	2 974	3 039	6 681	(3 642)	-55%	27 445
District Municipality	-	-	602	-	-	168	(168)	-100%	602
Transfers recognised - capital	13 123	78 716	64 311	4 570	9 503	15 591	(6 087)	-39%	64 311
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	21 175	10 048	16 496	2 436	4 604	3 640	964	26%	16 496
Total Capital Funding	34 298	88 764	80 807	7 006	14 107	19 230	(5 123)	-27%	80 807

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	2019/20	Budget Year 2020/21			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
ASSETS					
Current assets					
Cash and cash equivalents	130 394	38 462	107 316	131 035	131 035
Consumer debtors	68 708	38 038	63 257	89 023	89 023
Other debtors	7 908	20 630	3 520	25 943	25 943
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 563	11 693	11 464	9 944	9 944
Total current assets	218 573	108 824	185 556	255 945	255 945
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 043	44 492	44 325	44 043	44 043
Investments in Associate	–	–	–	–	–
Property, plant and equipment	911 364	1 002 139	1 005 197	925 472	925 472
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	1 631	2 029	2 606	1 631	1 631
Other non-current assets	550	550	550	550	550
Total non current assets	957 588	1 049 210	1 052 677	971 696	971 696
TOTAL ASSETS	1 176 161	1 158 034	1 238 234	1 227 640	1 227 640
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 968	–	–	1 968	1 968
Consumer deposits	7 976	7 150	7 544	8 178	8 178
Trade and other payables	52 380	47 310	141 209	67 669	67 669
Provisions	85 072	76 091	56 427	81 383	81 383
Total current liabilities	147 395	130 550	205 180	159 198	159 198
Non current liabilities					
Borrowing	2 620	4 722	4 588	2 620	2 620
Provisions	107 888	180 655	165 513	110 938	110 938
Total non current liabilities	110 508	185 378	170 101	113 557	113 557
TOTAL LIABILITIES	257 903	315 928	375 281	272 755	272 755
NET ASSETS	918 258	842 106	862 953	954 885	954 885
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	907 641	831 751	852 598	944 268	944 268
Reserves	10 617	10 355	10 355	10 617	10 617
TOTAL COMMUNITY WEALTH/EQUITY	918 258	842 106	862 953	954 885	954 885

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	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	-	72 569	72 569	37	40 158	45 177	(5 020)	-11%	72 569
Service charges	-	315 962	312 168	24 818	148 704	122 471	26 233	21%	312 168
Other revenue	-	21 754	21 753	1 578	4 283	7 345	(3 063)	-42%	21 753
Government - operating	-	116 989	139 907	-	54 911	62 115	(7 204)	-12%	139 907
Government - capital	-	78 716	64 311	10 000	18 963	25 746	(6 783)	-26%	64 311
Interest	-	17 393	11 608	-	1 061	2 895	(1 833)	-63%	11 608
Dividends									
Payments									
Suppliers and employees	-	(557 432)	(572 263)	(44 212)	(251 076)	(246 656)	4 420	-2%	(572 263)
Finance charges	-	(1 332)	(1 706)	-	(3)	-	3		(1 706)
Transfers and Grants	-	(2 179)	(8 040)	-	(1 048)	(280)	768	-274%	(8 040)
NET CASH FROM/(USED) OPERATING ACTIVITIES	-	62 440	40 308	(7 778)	15 953	18 814	7 520	40%	40 308
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)	(80 537)	(7 328)	(15 345)	(30 507)	(15 162)	50%	(80 537)
NET CASH FROM/(USED) INVESTING ACTIVITIES	-	(88 764)	(80 537)	(7 328)	(15 345)	(30 507)	(15 162)	50%	(80 537)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-		-
Borrowing long term/refinancing	-	-	-	-	-	-	-		-
Increase (decrease) in consumer deposits	-	-	200	40	51	-	51		200
Payments									
Repayment of borrowing	-	(1 500)	(1 793)	-	(19)	(1 245)	(1 226)	98%	(1 793)
NET CASH FROM/(USED) FINANCING ACTIVITIES	-	(1 500)	(1 593)	40	32	(1 245)	(1 277)	103%	32
NET INCREASE/ (DECREASE) IN CASH HELD	-	(27 824)	(41 822)	(15 067)	640	(12 938)			(41 822)
Cash/cash equivalents at beginning:	-	73 319	130 394		130 394	130 394			130 394
Cash/cash equivalents at month/year end:	-	45 495	88 573		131 035	117 456			88 573

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M05 November

Ref	Description	Variance	Reasons for material deviations
	R thousands		
1	<u>Revenue By Source</u>		
	Property rates	(325)	Immaterial Variance.
	Service charges - electricity revenue	383	Immaterial Variance.
	Service charges - water revenue	931	Immaterial Variance.
	Service charges - sanitation revenue	6 686	Industrial Effluent service rendered
	Service charges - refuse revenue	1 055	Immaterial Variance.
	Service charges - other	-	
	Rental of facilities and equipment	(60)	Immaterial Variance.
	Interest earned - external investments	(306)	No investments to date.
	Interest earned - outstanding debtors	(1 116)	No interest levied to date as part of COVID 19 relief measures.
	Dividends received	-	
	Fines, penalties and forfeits	(1 237)	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	418	Immaterial Variance.
	Agency services	(235)	Immaterial Variance.
	Transfers and subsidies	(45 714)	Awaiting Equitable Share Allocation
	Other revenue	(50)	Immaterial Variance.
	Gains on disposal of PPE	0	
2	<u>Expenditure By Type</u>		
	Employee related costs	(282)	Immaterial Variance.
	Remuneration of councillors	(4 109)	Provision in line with calculated provision based on Debtors Aging.
	Debt impairment	(3 741)	Depreciation & asset impairment recognised on an annual basis.
	Finance charges	(757)	Immaterial Variance.
	Bulk purchases	(6 843)	Lower usage of electricity than anticipated
	Other materials	(1 976)	Immaterial Variance.
	Contracted services	(1 733)	Immaterial Variance.
	Transfers and subsidies	(54)	Immaterial Variance.
	Other expenditure	2 055	Immaterial Variance.
3	<u>Capital Expenditure</u>		
	Capital Expenditure	-	
	Total Capital Expenditure	(5 123)	
4	<u>Financial Position</u>		
	Financial Position	-	
5	<u>Cash Flow</u>		
	Cash Flow	-	
	Receipts	-	
	Property rates	(5 020)	Annual Property Rates Levies done in August.
	Service charges	26 233	Industrial Effluent. Early payments from Bulk Consumers to take advantage of discount
	Other revenue	(3 063)	Immaterial Variance.
	Government - operating	(7 204)	Grant Receipts/Installments still to be received.
	Government - capital	(1 833)	Grant Receipts/Installments still to be received.
	Interest	-	
	Dividends	-	
	Payments	-	
	Suppliers and employees	4 420	Immaterial Variance.
	Finance charges		
6	<u>Measureable performance</u>		
7	<u>Municipal Entities</u>		

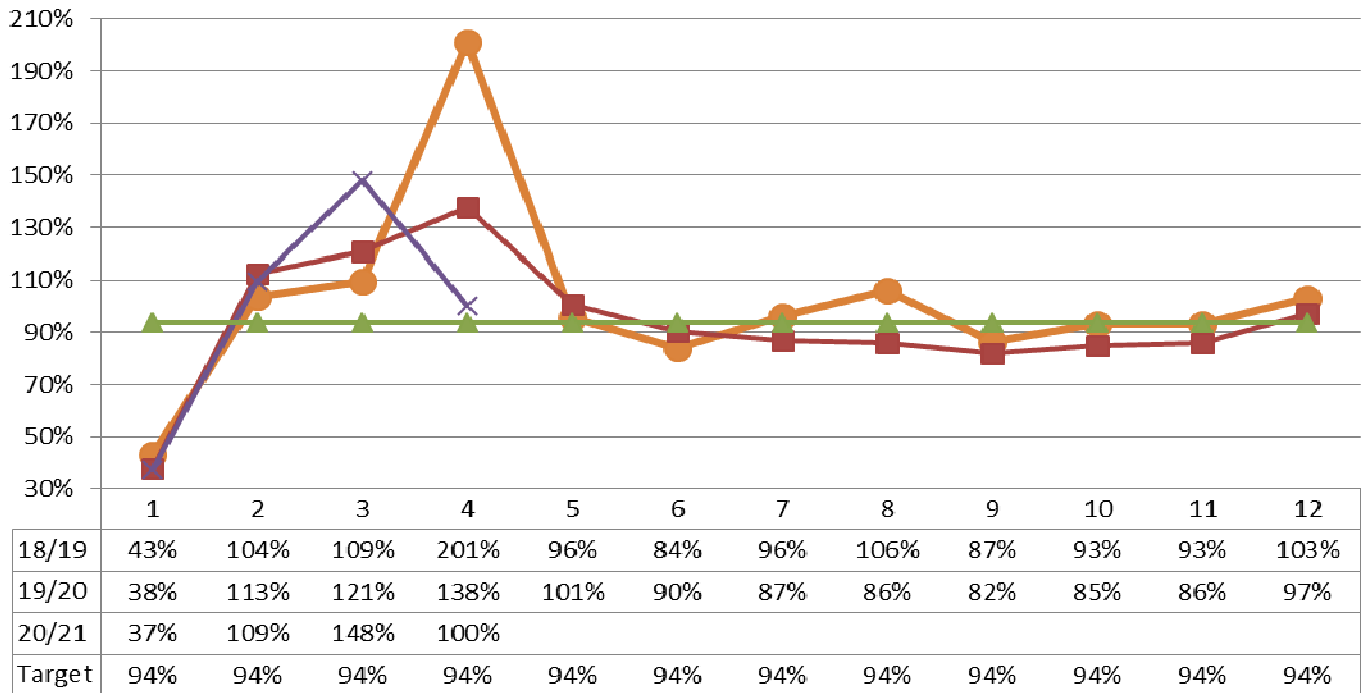
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M05 November

Description	NT Code	Budget Year 2020/21									
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	8 675	1 752	2 118	1 568	1 818	1 570	8 151	49 690	75 342	62 797
Electricity	1300	16 694	1 854	1 572	1 293	805	416	1 039	4 433	28 107	7 987
Property Rates	1400	5 326	531	6 240	360	308	279	1 313	16 208	30 565	18 468
Waste Water Management	1500	12 630	1 376	1 272	1 209	1 098	1 009	4 822	25 156	48 571	33 293
Waste Management	1600	6 133	1 494	1 332	1 248	1 126	1 037	4 936	26 296	43 603	34 643
Property Rental Debtors	1700	85	20	20	19	19	19	79	900	1 161	1 037
Interest on Arrear Accounts	1810	1 003	38	38	37	38	37	430	35 938	37 559	36 480
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(5 167)	51	41	46	36	45	227	1 183	(3 538)	1 537
Total By Income Source	2000	45 379	7 117	12 633	5 780	5 248	4 412	20 998	159 804	261 370	196 242
2019/20 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 653	1 146	2 555	878	391	235	650	6 334	13 843	8 489
Commercial	2300	20 272	928	3 238	705	358	293	1 110	9 398	36 301	11 863
Households	2400	23 158	4 904	6 263	4 070	4 358	3 740	18 284	140 041	204 819	170 494
Other	2500	295	140	577	127	141	144	954	4 030	6 408	5 396
Total By Customer Group	2600	45 379	7 117	12 633	5 780	5 248	4 412	20 998	159 804	261 370	196 242

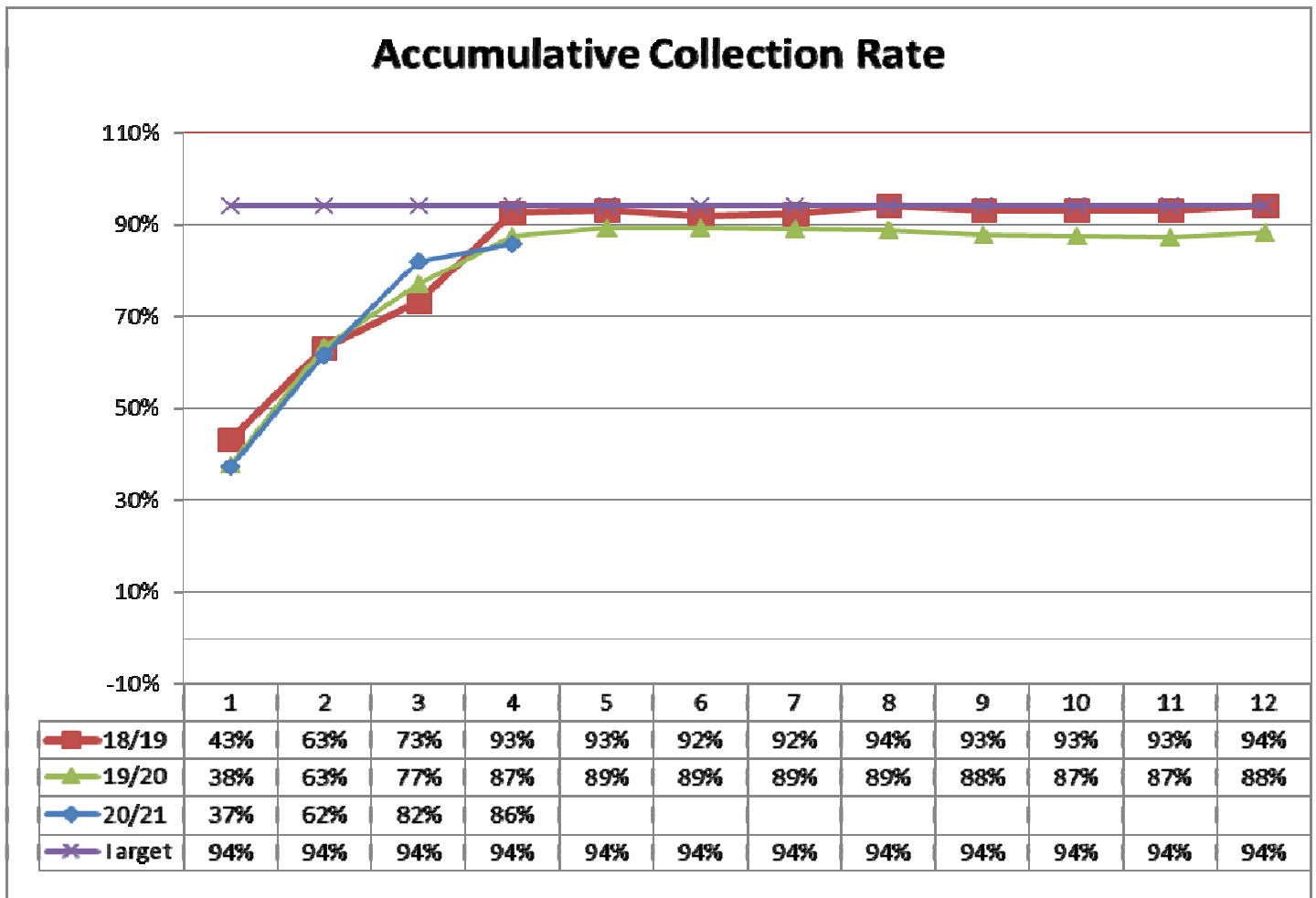
Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

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 Oct 2020 amounts to 100% in comparison to the previous year 138%.

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 Okt 2020 100% beloop in vergelyking met die vorige jaar 138%.



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 86%.

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 86% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M05 November

Description R thousands	NT Code	Budget Year 2020/21								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	603	50	-	-	-	-	-	-	654
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	603	50	-	-	-	-	-	-	654

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>								
-	-			-		-	-	-
-	-			-		-	-	-
-	-			-		-	-	-
-	-		-	-		-	-	-
-	-			-		-	-	-
-	-			-		-	-	-
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 - M05 November

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:	106 455	120 625	166	46 328	50 260	(2 507)	-5,0%	120 625
Operational Revenue:General Revenue:Equitable S	101 915	116 085	–	45 862	48 369	(2 507)	-5,2%	116 085
Expanded Public Works Programme Integrated Gran	2 360	2 360	125	338	983	(646)	-65,7%	2 360
Local Government Financial Management Grant [Sc	1 550	1 550	41	129	646	(517)	-80,1%	1 550
Municipal Infrastructure Grant [Schedule 5B]	630	630	–	–	263	(263)	-100,0%	630
Provincial Government:	10 534	17 195	–	–	6 188	(6 188)	-100,0%	21 369
Capacity Building	–	–	–	–	–	–		–
Capacity Building and Other	10 534	11 334	–	–	4 723	(4 723)	-100,0%	11 334
Infrastructure	–	5 861	–	–	1 465	(1 465)	-100,0%	5 861
								2 087
								2 087
								–
District Municipality:	–	2 087	–	–	758	(758)	-1	–
All Grants	–	2 087	–	–	758	(758)	-1	2 087
Total Operating Transfers and Grants	116 989	139 907	166	46 328	57 206	(10 878)	-19,0%	141 994
National Government:	35 763	35 763	–	–	8 637	(8 637)	-200,0%	35 763
Municipal Infrastructure Grant [Schedule 5B]	18 831	18 831	–	–	4 404	(4 404)	-100,0%	18 831
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	16 931	–	–	4 233	(4 233)	-100,0%	16 931
Provincial Government:	42 954	27 445	–	–	7 405	(7 405)	-100,0%	28 047
Capacity Building and Other	–	722	–	–	–	–		722
Infrastructure	42 954	26 723	–	–	7 405	(7 405)	-100,0%	26 723
								602
District Municipality:	–	602	–	–	168	(168)	-100,0%	602
All Grants	–	602	–	–	168	(168)	-100,0%	602
Other grant providers:	–	501	–	–	125	(125)	-100,0%	501
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisations	–	501	–	–	125	(125)	-100,0%	501
Total Capital Transfers and Grants	78 716	64 311	–	–	16 335	(16 335)	-100,0%	64 914
TOTAL RECEIPTS OF TRANSFERS & GRANTS	195 705	204 218	166	46 328	73 541	(27 213)	-37,0%	206 907

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	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:	63 364	63 234	3 118	15 449	25 748	-		63 234
Operational Revenue:General Revenue:Equitable	58 824	58 694	2 951	14 982	23 892	(8 909)	-37,3%	58 694
Expanded Public Works Programme Integrated Gr	2 360	2 360	125	338	983	(646)	-65,7%	2 360
Local Government Financial Management Grant [1 550	1 550	41	129	610	(482)	-78,9%	1 550
Municipal Infrastructure Grant [Schedule 5B]	630	630	-	-	263	(263)	-100,0%	630
Municipal Emergency Housing Grant	-	-	-	-	-	-		-
Provincial Government:	10 534	17 195	813	4 024	6 099	(2 075)	-34,0%	17 195
Capacity Building and Other	10 534	11 334	813	4 024	4 634	(610)		11 334
Disaster and Emergency Services	-	-	-	-	-	-		-
Infrastructure	-	5 861	-	-	1 465	(1 465)		5 861
District Municipality:	-	2 087	50	60	-	(698)	-92,1%	-
All Grants	-	2 087	50	60	758	(698)	-92,1%	-
Other grant providers:	566	566	7	77	236	(159)	-67,4%	566
Foreign Government and International Organisatio	566	566	7	77	236	(159)	-67,4%	566
Total operating expenditure of Transfers and Grants	74 464	83 082	3 988	19 609	32 083	(2 932)	-9,1%	80 995
National Government:	35 763	35 763	1 596	6 465	8 617	(2 152)	-25,0%	35 763
Municipal Infrastructure Grant [Schedule 5B]	18 831	18 831	1 596	6 465	4 384	2 081	47,46%	18 831
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	16 931	-	-	4 233	(4 233)	-100,00%	16 931
Provincial Government:	42 954	28 650	2 974	3 039	7 016	(3 978)		27 445
Capacity Building and Other	-	722	-	-	-	-		722
Infrastructure	42 954	26 723	2 974	3 039	6 681	(3 642)	-54,5%	26 723
District Municipality:	-	602	-	-	168	(168)	-100,0%	602
All Grants	-	602	-	-	168	(168)	-100,0%	602
Other grant providers:	10 048	16 997	2 436	4 604	3 765	839	22,3%	16 997
Foreign Government and International Organisatio	-	501	-	-	125	(125)	-100,0%	501
Transfer from Operational Revenue	10 048	16 496	2 436	4 604	3 640	964	26,5%	16 496
Total capital expenditure of Transfers and Grants	88 764	82 012	7 006	14 107	19 566	(5 458)	-27,9%	80 807
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	163 228	165 094	10 994	33 717	51 648	(8 390)	-16,2%	161 802

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 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	8 104	8 104	635	3 169	3 377	(207)	-6%	8 104
Pension and UIF Contributions	1 194	1 194	89	451	498	(47)	-9%	1 194
Medical Aid Contributions	239	239	19	96	99	(4)	-4%	239
Motor Vehicle Allowance	778	778	–	–	324	(324)	-100%	778
Cellphone Allowance	1 149	1 149	78	391	479	(88)	-18%	1 149
Housing Allowances	511	511	3	17	213	(196)	-92%	511
Other benefits and allowances	56	56	–	–	23	(23)	-100%	56
Sub Total - Councillors	12 032	12 032	825	4 124	5 013	(889)	-18%	12 032
Senior Managers of the Municipality								
Basic Salaries and Wages	4 139	4 139	268	1 663	1 725	(62)	-4%	4 139
Pension and UIF Contributions	851	851	18	90	355	(265)	-75%	851
Medical Aid Contributions	147	147	4	22	61	(39)	-63%	147
Overtime	–	–	–	–	–	–	–	–
Performance Bonus	968	968	47	237	403	(167)	-41%	968
Motor Vehicle Allowance	1 143	1 143	68	338	476	(138)	-29%	1 143
Cellphone Allowance	77	77	2	27	32	(5)	-15%	77
Housing Allowances	167	167	–	–	70	(70)	-100%	167
Other benefits and allowances	125	125	9	47	52	(5)	-10%	125
Payments in lieu of leave	–	–	–	–	–	–	–	–
Long service awards	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	–	–	–	–	–	–	–	–
Sub Total - Senior Managers	7 617	7 617	417	2 423	3 174	(750)	-24%	7 617
Other Municipal Staff								
Basic Salaries and Wages	126 695	126 695	9 357	47 052	52 790	(5 738)	-11%	126 695
Pension and UIF Contributions	19 060	19 060	1 536	7 699	7 941	(242)	-3%	19 060
Medical Aid Contributions	8 467	8 467	708	3 546	3 528	18	1%	8 467
Overtime	13 794	13 794	1 320	6 725	5 747	978	17%	13 794
Performance Bonus	8 895	8 895	766	3 784	3 706	78	2%	8 895
Motor Vehicle Allowance	4 886	4 886	487	2 454	2 036	418	21%	4 886
Cellphone Allowance	440	440	45	229	183	46	25%	440
Housing Allowances	1 792	1 792	139	691	747	(56)	-7%	1 792
Other benefits and allowances	4 691	4 691	400	1 975	1 955	20	1%	4 691
Payments in lieu of leave	966	966	(267)	2 158	402	1 755	436%	966
Long service awards	–	–	67	326	–	326	#DIV/0!	–
Post-retirement benefit obligations	28 880	28 880	670	3 348	8 768	(5 420)	-62%	28 880
Sub Total - Other Municipal Staff	218 565	218 565	15 228	79 985	87 803	(7 818)	-9%	218 565
TOTAL SALARY, ALLOWANCES & % increase	238 214	238 214	16 470	86 532	95 990	(9 458)	-10%	238 214
TOTAL MANAGERS AND STAFF	226 182	226 182	15 645	82 409	90 977	(8 569)	-9%	226 182

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 2020/21											
		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		4 112	8 928	17 512	9 568	37	-	-	-	-	-	-	18 624
Service charges - electricity revenue		21 484	28 159	24 941	22 254	17 501	-	-	-	-	-	-	183 974
Service charges - water revenue		2 338	3 382	2 008	2 175	2 704	-	-	-	-	-	-	10 521
Service charges - sanitation revenue		1 302	1 590	1 493	1 476	2 043	-	-	-	-	-	-	17 176
Service charges - refuse		1 545	1 422	2 063	1 785	1 622	-	-	-	-	-	-	3 162
Service charges - other		-	4 470	-	-	948	-	-	-	-	-	-	(4 300)
Rental of facilities and equipment		3	1	1	1	7	-	-	-	-	-	-	(3 815)
Interest earned - external investments		235	298	298	231	-	-	-	-	-	-	-	(45 693)
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	1 826
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		3	55	30	64	51	-	-	-	-	-	-	20 744
Licences and permits		813	112	398	554	540	-	-	-	-	-	-	(313)
Agency services		-	-	-	-	-	-	-	-	-	-	-	(1 455)
Transfer receipts - operating		45 862	5 580	-	3 469	-	-	-	-	-	-	-	(28 572)
Other revenue		83	115	132	340	979	-	-	-	-	-	-	2 109
Cash Receipts by Source		77 779	54 112	48 875	41 917	26 434	-	-	-	-	-	-	173 987
Other Cash Flows by Source													
Transfer receipts - capital		3 721	-	568	4 674	10 000	-	-	-	-	-	-	49 589
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		(35)	1	23	23	40	-	-	-	-	-	-	(51)
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		81 465	54 112	49 466	46 614	36 474	-	-	-	-	-	-	223 524
Cash Payments by Type													
Employee related costs		13 585	15 116	14 644	15 544	23 042	-	-	-	-	-	-	144 252
Remuneration of councillors		940	940	940	940	1 134	-	-	-	-	-	-	7 139
Interest paid		-	-	3	(0)	-	-	-	-	-	-	-	9 136
Bulk purchases - Electricity		29 263	31 706	28 786	17 164	16 744	-	-	-	-	-	-	109 097
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 462	439	557	1 444	988	-	-	-	-	-	-	13 868
Contracted services		1 859	2 907	3 671	4 684	5 298	-	-	-	-	-	-	34 975
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		672	50	50	275	-	-	-	-	-	-	-	7 012
General expenses		10 173	3 290	3 472	3 865	2 785	-	-	-	-	-	-	22 511
Cash Payments by Type		57 953	54 447	52 123	43 917	49 990	-	-	-	-	-	-	347 991
Other Cash Flows/Payments by Type													
Capital assets		1 025	1 102	2 341	3 550	7 328	-	-	-	-	-	-	65 462
Repayment of borrowing		-	-	19	-	-	-	-	-	-	-	-	(19)
Other Cash Flows/Payments		864	241	(2 763)	1 133	(5 778)	-	-	-	-	-	-	5 303
Total Cash Payments by Type		59 842	55 790	51 720	48 599	51 541	-	-	-	-	-	-	418 736
NET INCREASE/(DECREASE) IN CASH HELD		21 623	(1 677)	(2 254)	(1 985)	(15 067)	-	-	-	-	-	-	(195 212)
Cash/cash equivalents at the month/year beginning:		130 394	152 018	150 340	148 087	146 101	131 035	131 035	131 035	131 035	131 035	131 035	131 035
Cash/cash equivalents at the month/year end:		152 018	150 340	148 087	146 101	131 035	131 035	131 035	131 035	131 035	131 035	131 035	(64 177)

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M05 November

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									
<u>Monthly expenditure performance trend</u>									
July	101	–	830	–	–	830	830	100,0%	0%
August	3 035	–	830	970	970	1 660	690	41,6%	1%
September	2 468	18 288	15 910	2 309	3 280	17 570	14 290	81,3%	4%
October	6 398	–	830	3 822	7 101	18 400	11 299	61,4%	9%
November	2 200	–	830	7 006	14 107	19 230	5 123	26,6%	17%
December	4 387	24 821	19 989	–		39 219	–		
January	1 566	–	830	–		40 049	–		
February	2 718	–	830	–		40 879	–		
March	1 848	18 288	15 910	–		56 789	–		
April	1 747	–	830	–		57 619	–		
May	1 275	–	830	–		58 450	–		
June	(3 091)	27 367	22 358	–		80 807	–		
Total Capital expenditure	24 652	88 764	80 807	14 107					

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:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/17/51	Upgrading of van Breda bridge & associated roadworks, Ceres	22-Jan-2021
08/2/18/14	Security upgrades to Pittebos sewer pump station - Wolseley	21-Jan-2021
08/2/18/20	Construction of a Material Recovery Facility (MRF)	15-Dec-2020
08/2/18/24	Leasing of the Tolhuis together with the Adjacent building on a portion of Erf 1001, Ceres	15-Dec-2020
08/2/18/32	Service provider for compilation and maintenance of supplementary valuation roll and other related services for witzenberg municipality for existing general valuation roll	29-Jan-2021

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

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/18/33	Supply, delivery and off-loading of lubricants and workshop consumables	08-Dec-2020
08/2/18/37	Appointment of a service provider for the monitoring, maintenance and armed response services for witzenberg municipality	08-Dec-2020
08/2/18/40	Supply and delivery of Waterpipes PVC class 9 and CI Short collars	17-Dec-2020
08/2/18/42	Supply, delivery and offloading of Toilet paper, paper hand wipes and cleaning chemicals	17-Dec-2020
08/2/18/50	Supply of licences for handhelds and meter reading software	10-Dec-2020

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation 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:

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
08/2/17/71	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	24-Jun-2020	24-Jul-2020 12-Oct-2020	H Truter
08/2/17/76	Rendering of Legal services for the transfer of municipal rental houses in Witzenberg	29-Jun-2020	06-Aug-2020 Referred back	C Mackenzie

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/17/83	Supply, installation and monitoring of vehicle tracking system	17-Aug-2020	3-Sep-2020 26-Oct-2020 Referred to Legal	O Gatyene
08/2/17/88	Supply and delivery of Electrical Equipment and Cables	05-Oct-2020	Awaiting	D Greeff
08/2/17/99	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, Kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	08-Sep-2020	05-Oct-2020	E Lintnaar
08/2/17/100	Monitoring of drinking water quality in the Witzenberg area	13-Oct-2020	16-Oct-2020	N Jacobs
08/2/17/101	Monitoring, quality control and process advisory services at Watercare plants in the Witzenberg area	14-Oct-2020	26-Oct-2020	N Jacobs
08/2/17/102	Supply and delivery of all-weather cold mix asphalt bags in Witzenberg municipal area	08-Sep-2020	29-Sep-2020	E Lintnaar
08/2/18/08	Construction of the Waverenskroon Dam, Inlet Pipeline and Intake Works, Tulbagh	21-Oct-2020	18-Nov-2020	N Jacobs
08/2/18/15	Facilitation of Municipal annual medical assessments	15-Oct-2020	Awaiting	I Barnard
08/2/18/22	Supply and delivery of disposable bags for refuse removal	25-Nov-2020	Awaiting	J Jacobs
08/2/18/27	Clearing of alien vegetation in Ceres nature reserve and Prince Alfred Hamlet commonage	06-Nov-2020	11-Nov-2020	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
08/2/18/09	Supply and delivery of fire fighter structural fire boots, firefighter goggles, structural fire helmets and structural fire gloves	25-Aug-2020	1-Sep-2020 6-Oct-2020	A Lamprecht-Vertue
08/2/18/11	Appointment of a service provider for virtual training of municipal officials to conduct a disciplinary hearing	07-Sep-2020	17-Sep-2020 10-Nov-2020	I Barnard
08/2/18/19	Supply and Installation of Rigid mesh security fencing	09-Nov-2020	25-Nov-2020	A Lamprecht-Vertue
08/2/18/23	Supply, delivery and offloading of lime and calcium hypochlorite	08-Oct-2020	21-Oct-2020 16-Nov-2020	M Frieslaar
08/2/18/26	Supply and delivery of fire, rescue and disaster management uniform	18-Nov-2020	Awaiting	A Lamprecht-Vertue

08/2/18/29	Appointment of a service provider to provide shields for municipal offices	26-Oct-2020	10-Nov-2020	I Barnard
08/2/18/30	Painting of external surfaces at Pine Valley community hall Wolseley	21-Oct-2020	04-Nov-2020	H Truter
08/2/18/34	Supply and delivery of cement (concrete and mortar)	23-Nov-2020	Awaiting	M Frieslaar
08/2/18/41	Appointment of a service provider for accident damage repairs on the body of a medium size truck	30-Nov-2020	Awaiting	O Gatyene

3.2.1.3 Adjudication stage

The following competitive bids are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020	11-Nov-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

The following bid was awarded by the Bid Adjudication Committee during the month of November 2020:

3.2.1.4 Tenders toegeken

Die volgende tender was toegeken deur die Tender Toekenningskomitee gedurende November 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/17/55	03-Nov-2020	Blackbird trading 480 CC	Supply and delivery of Traffic Uniforms <i>Clusters: 1,3,4,6,7,8,9,11,12,13,14,15</i>	Bidder scored the highest points	R 926 333.95
		Sparks & Ellis (Pty) Ltd	<i>Clusters: 2,5,10</i>		R 299 858.72
08/2/17/98	16-Nov-2020	Shine the Way 496 CC	Supply and delivery of crushed stone aggregate and sand	Bidder scored the highest points	R 2 151 876.64
08/2/18/02	03-Nov-2020	Waco Africa (Pty) Ltd t/a Sanitech	Hygienic services for Witzenberg Municipality	Only responsive bidder	R 1 627 348.24
08/2/18/03	03-Nov-2020	Genadendal Jackies Bazaar CC	Hiring of plant and equipment for the Witzenberg municipal area <i>Clusters: 1,2,3,7,8,9</i>	Bidder scored the highest points	R 6 502 500.00
		Aqua Transport & Plant Hire (PTY) Ltd	<i>Clusters: 4,5</i>		R 7 246 170.00
		Midmar Plant Hire CC	<i>Cluster: 6</i>		R 1 678 320.00

08/2/18/31	30-Nov-2020	ZABS Enterprises (PTY) Ltd	Supply, delivery & installation of palisade fencing & 2 palisade gates for municipal property	Bidder scored the highest points	R 157 441.90
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No competitive bids were awarded by the Accounting Officer during the month of November 2020.

Geen mededingende tenders was toegeken deur die Rekenpligtige Beampte gedurende November 2020.

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

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/85	03-Dec-2020	Supply, delivery and installation of building signage	Bid validity period has lapsed & Funds are no longer available to cover the total envisaged expenditure
08/2/18/05	16-Nov-2020	Roads and Storm water Maintenance	Material irregularity in the tender process
08/2/18/13	16-Nov-2020	Supply and delivery of Tailor-made business containers	No acceptable bid were received
08/2/18/17	30-Nov-2020	Supply and delivery of a Fire truck equipped with medium size firefighting pumping apparatus with associated equipment to the Witzenberg Municipality	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

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

No written price quotations were approved during the month of November 2020.

Geen geskrewe prys kwotasies was goedgekeur gedurende November 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 November 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 November 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/18/18	18-Nov-2020	Uhambo Procurement & Distribution	Supply and delivery of Wildland Fire Boots and Disaster Management Station safety shoes (Re-advertisement)	Only responsive bidder	R 36 501.46	Acting Director: Community Services

08/2/18/25	12-Nov-2020	Introstat (PTY) Ltd	Supply and delivery of laptops	Bidder scored the highest points	R 192 592.80	Director: Corporate Services
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3.2.1.8 Appeals

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

3.2.1.8 Appèls

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

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/17/81	Appointment of a service provider for prepaid vending services	11 Aug 2020	Ontec Systems (Pty) Ltd	Reason for non-compliance	Appeal was dismissed by the Accounting Officer	Accounting Officer
08/2/17/87	Supply, printing and mailing of municipal accounts	20 Aug 2020	Insidedata North (Pty) Ltd	Compliance of successful bidder	Appeal was dismissed by the Accounting Officer	Accounting Officer
08/2/17/87	Supply, printing and mailing of municipal accounts	22 Aug 2020	CAB Holdings (Pty) Ltd	Compliance of successful bidder	Appeal was dismissed by the Accounting Officer	Accounting Officer
08/2/18/03	Hiring of plant and equipment for the Witzenberg municipal area	26-Nov-2020	Juno Corp (PTY) Ltd	Compliance of successful bidder	Appeal is being dealt with by the Accounting Officer	Accounting Officer
08/2/18/03	Hiring of plant and equipment for the Witzenberg municipal area	30-Nov-2020	Atlantic Plant & Transport	Compliance of successful bidder	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 November 2020 which totals R 2 007 074:

3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van November 2020 wat beloop op die totaal van R 2 007 074:

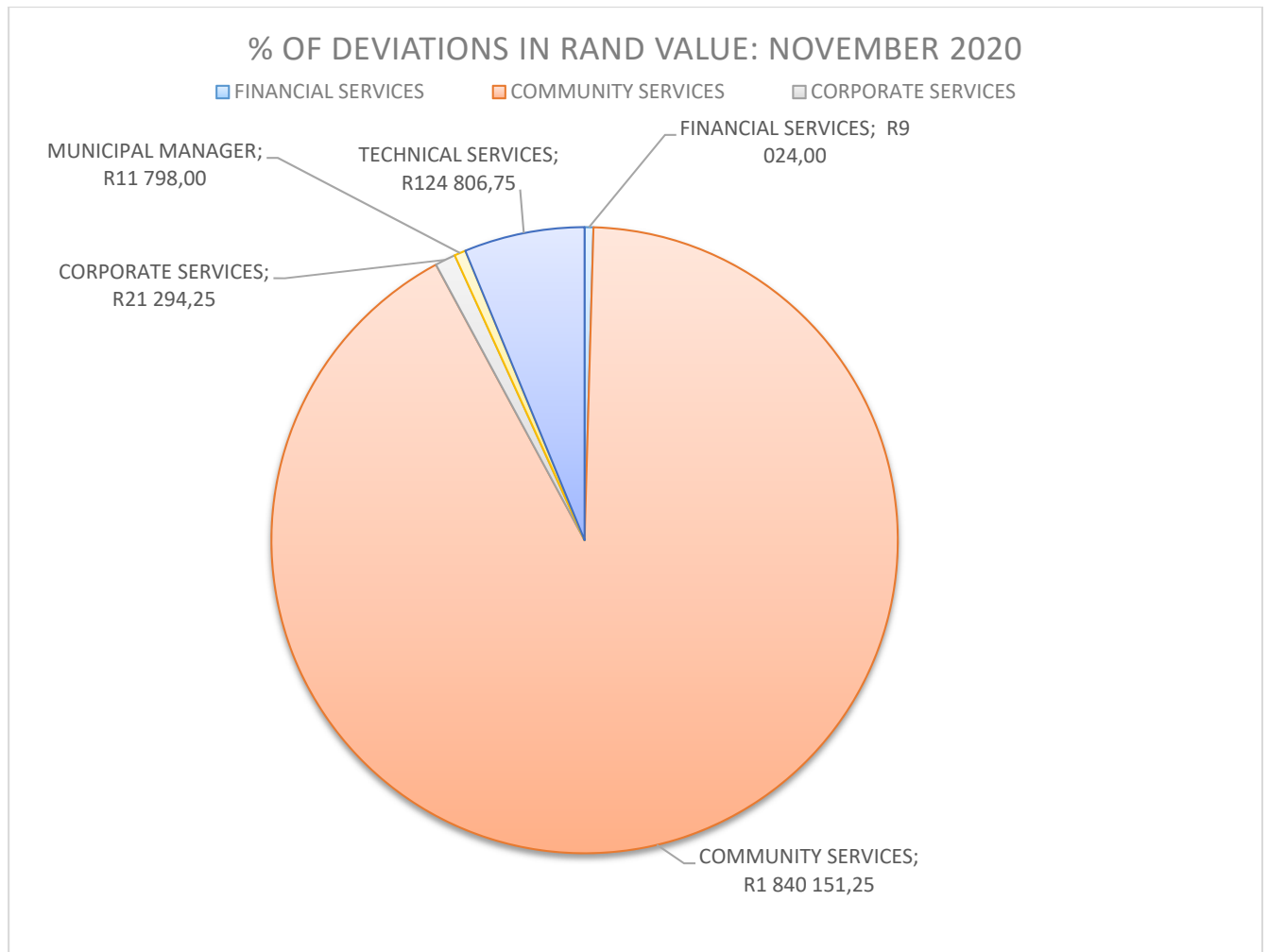
Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
7-Aug-19	Gibb (Pty) Ltd	Professional Fees Stage 1 - 4 Lyell Street	Impractical	161095	940,972.78
27-Jan-20	Gibb (Pty) Ltd	Professional Fees Lyell Street Sportfield	Impractical	163431	897,310.87
30-Sep-20	Witzenberg Herald	Publish Notice: Bid 08/2/18/30 Painting of Pine Valley Community Hall	Single supplier	166040	3,072.00

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Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
2-Oct-20	IDI Technology Solutions (PTY) Ltd	Generic Remote Barnowl Compliance Management Training	Single supplier	166100	5,750.00
28-Oct-20	Witzenberg Herald	Message to Matriculants & Coronation Day 2020	Single supplier	166437	11,200.00
2-Nov-20	South African Revenue Protection Services (SARPA)	Membership Fee: P van den Heever	Single supplier	166497	6,320.00
4-Nov-20	Witzenberg Herald	Publish Notice: 08/2/18/34: Supply and Delivery of Cement	Single supplier	166539	2,880.00
6-Nov-20	South African Institute of Electrical Engineers (SAIEE)	Membership fee 2020: D Greeff	Single supplier	166569	2,425.01
10-Nov-20	Kia-Ma Services	Additional Repairs to UD90 Compactor	Impractical	166623	20,647.32
11-Nov-20	SA Bureau of Standards (SABS)	Procurement of SANS Codes: Fire & Rescue	Single supplier	166645	1,867.60
17-Nov-20	Witzenberg Herald	Publish Notice: IDP and Budget Drafting Public participation engagements	Single supplier	166717	6,048.00
18-Nov-20	Witzenberg Herald	Publish Notice: 08/2/18/24 - Lease of Tolhuis	Single supplier	166730	3,072.00
20-Nov-20	Witzenberg Herald	Publish Notice: Council meeting	Single supplier	166804	2,304.00
22-Nov-20	HD Transmissions (PTY) Ltd	Repairs to Automatic Transmission PTO: CT 4991	Single supplier	166880	20,535.07
30-Nov-20	Corjarq Construction CC	Repair of Water supply: Traffic Services	Emergency	166917	7,790.25
30-Nov-20	IMQS Software (PTY) Ltd	Renewal of IMQS Annual License	Impractical	166919	74,879.35

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 2020	R 280 025	R28 079 850.19	0.99%
October 2020	R 364 299	R30 718 016.59	1.18%
November 2020	R 2 007 074	R31 932 452.12	6.12%

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	Sep 2020	Oct 2020	Nov 2020
Value of inventory at hand	R 9 518 544	R 9 006 668	R 8 817 200
Turnover rate of total value of inventory	1.19	1.23	1.18
Date of latest stores reconciliation	30 Sep 2020		
Date of last stock count	23 Sep 2020		
Date of next stock count	21 Jan 2021		

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 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:

11/12/2020



Monthly Budget Statement Report Section 71 for December 2020

**Financial data is in respect of the period
1 July 2020 to 30 June 2021**

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 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

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 12.06 million.

The monthly billing was also done as scheduled and during this process 12 489 accounts amounting to R 30 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 5.1 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 88%.

The municipality issued orders to the value of R 32,6 million of which R 1.1 million was in terms of deviations.

The municipality currently has R 152 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 December 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 R12,06miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 12 489 rekeninge ten bedrae van R 30 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 5.1 miljoen.

Die deernis subsidies vir die maand beloop R 1.7 miljoen.

Die opgehoopde debiteure verhouding se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 88%

Bestellings ter waarde van R 32,6 miljoen uitgereik, waarvan R 1.1 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 152 miljoen in die primêre bankrekening en geen beleggings nie.

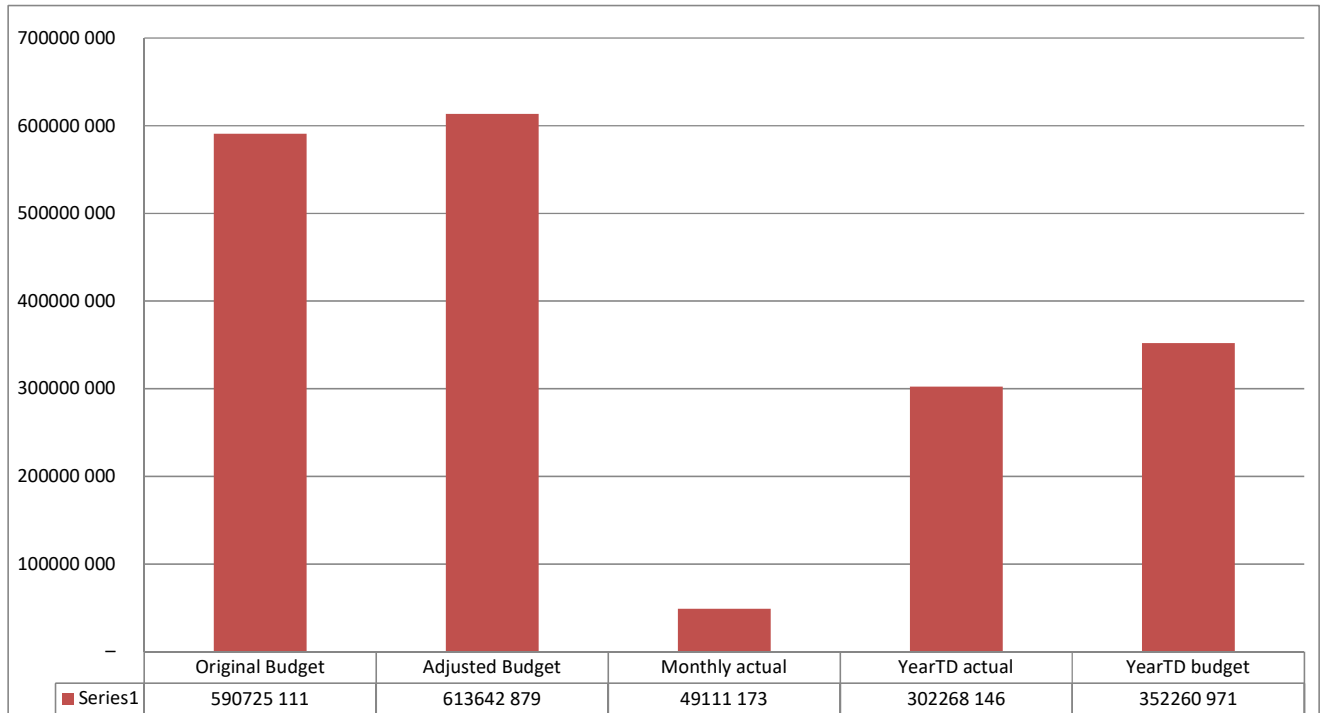
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Desember 2020 .

C OPSOMMING

Die volgende tabelle voorsien 'n opsomming van die finansiële inligting:

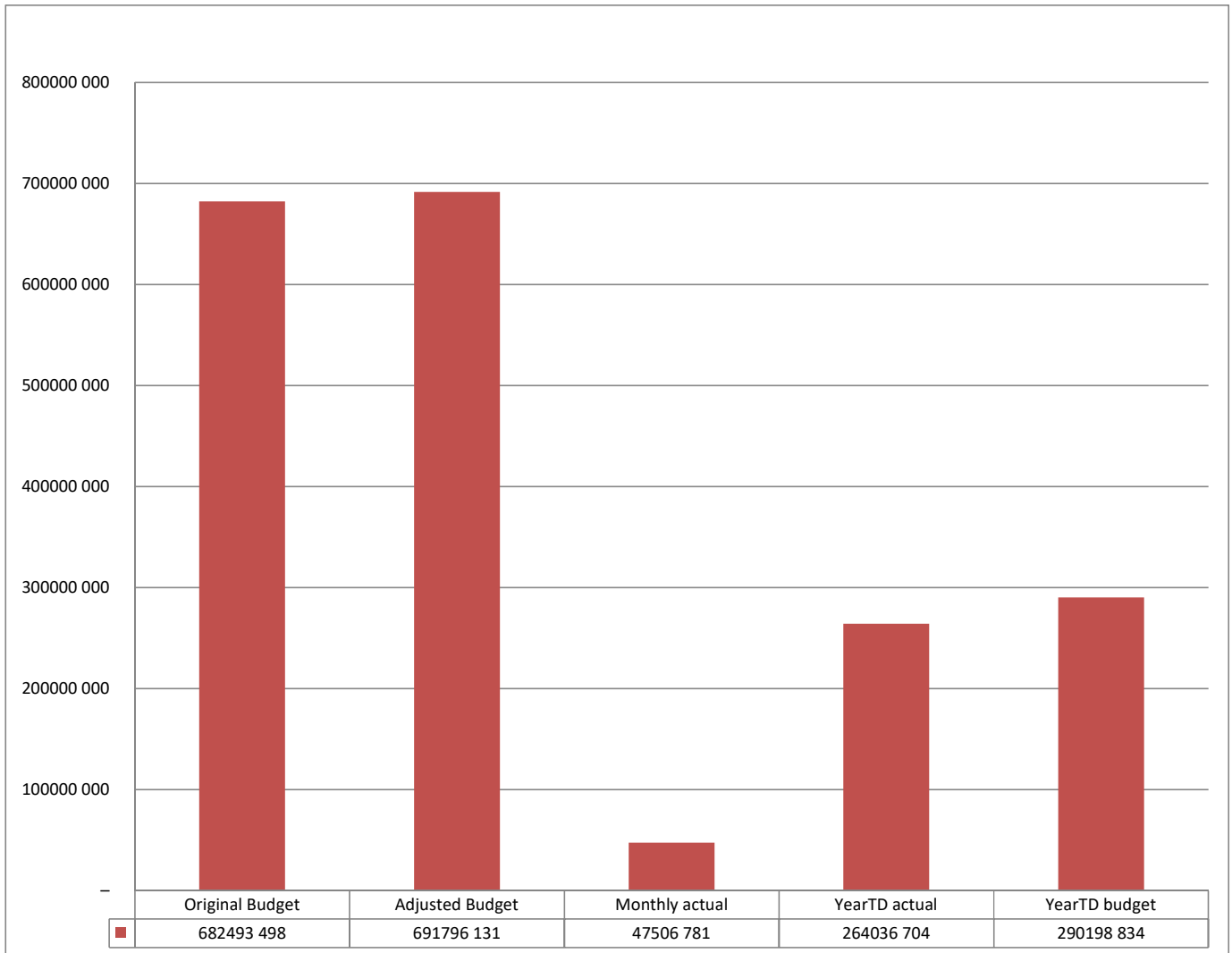
TOTAL OPERATIONAL REVENUE



For the period 1 July 2020 to 31 December 2020, 49,26% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2020 tot 31 Desember 2020, is 49,26% van die begrote operasionele inkomste gehef.

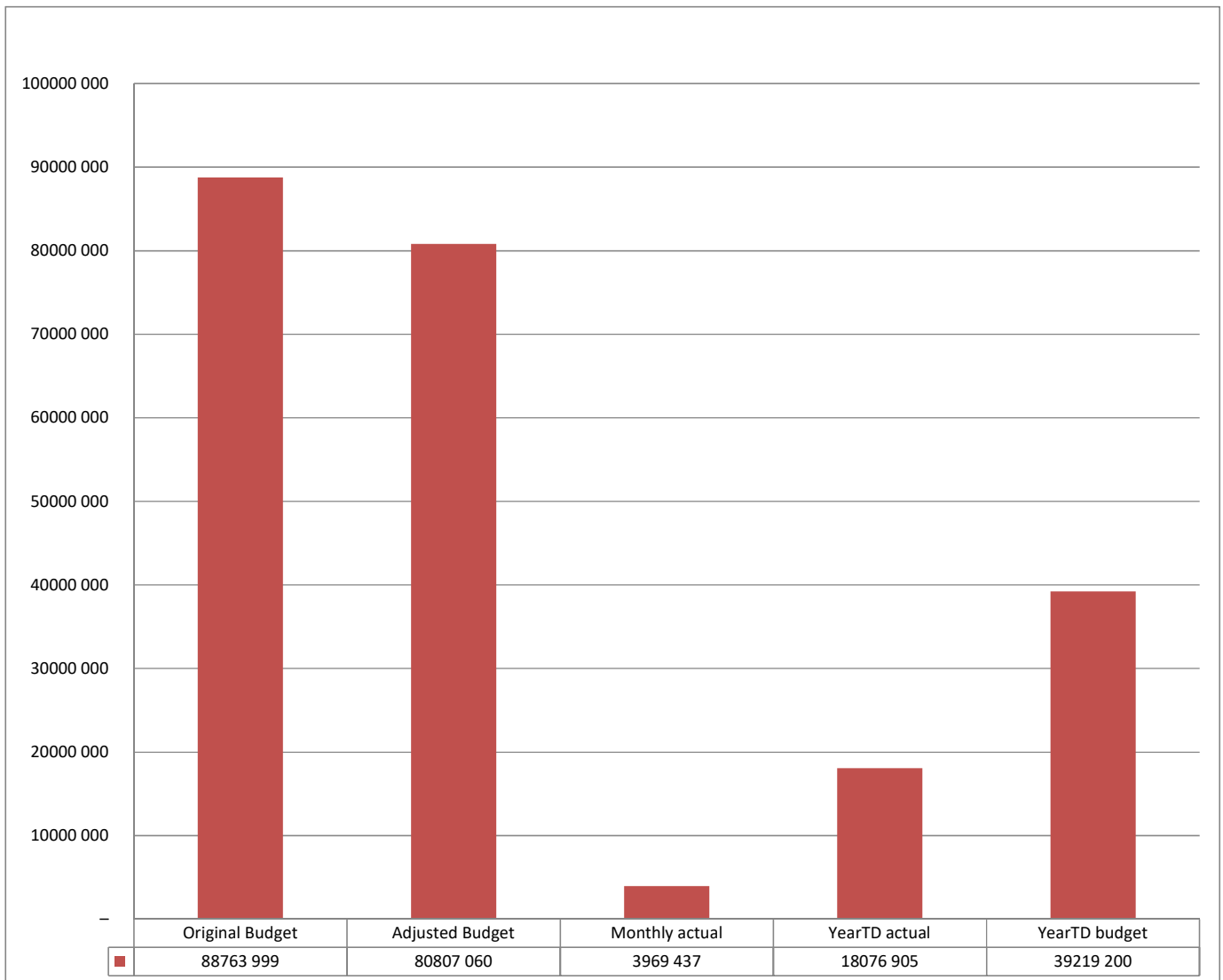
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2020 to 31 December 2020, 38,17% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2020 tot 31 Desember 2020, is 38,17% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2020 to 31 December 2020, 22,37% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2020 tot 31 Desember 2020, is 22,37% 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 31 December 2020.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M06 December

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	73 497	76 388	76 388	4 427	55 359	58 956	(3 597)	-6%	76 388
Service charges	346 579	341 732	341 732	27 705	177 412	175 091	2 321	1%	341 732
Investment revenue	7 446	9 129	9 129	249	1 561	2 538	(978)	-39%	9 129
Transfers recognised - operational	131 561	116 989	139 907	15 828	62 156	103 832	(41 676)	-40%	139 907
Other own revenue	47 582	46 486	46 486	902	5 780	11 844	(6 064)	-51%	46 486
transfers and contributions)	606 665	590 725	613 643	49 111	302 268	352 261	(49 993)	-14%	613 643
Employee costs	9 902	226 182	226 182	18 294	100 702	104 489	(3 787)	-4%	226 182
Remuneration of Councillors	9 902	12 032	12 032	825	4 949	5 306	(357)	-7%	12 032
Depreciation & asset impairment	32 721	40 688	40 688	-	2	6 788	(6 786)	-100%	40 688
Finance charges	9 044	9 181	9 181	23	152	1 572	(1 420)	-90%	9 181
Materials and bulk purchases	236 016	252 289	251 399	14 719	101 768	114 748	(12 981)	-11%	251 399
Transfers and grants	25 477	2 179	8 060	50	714	881	(167)	-19%	8 060
Other expenditure	282 437	139 944	144 256	13 596	55 750	56 414	(664)	-1%	144 256
Total Expenditure	605 499	682 493	691 796	47 507	264 037	290 199	(26 162)	-9%	691 796
Surplus/(Deficit)	1 166	(91 768)	(78 153)	1 604	38 231	62 062	(23 831)	-38%	(78 153)
Transfers recognised - capital	13 442	78 716	63 810	-	-	18 346	(18 346)	-100%	63 810
Contributions & Contributed assets	-	-	501	-	-	251	(251)	-100%	501
& contributions	14 608	(13 052)	(13 842)	1 604	38 231	80 658	(42 427)	-53%	(13 842)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	14 608	(13 052)	(13 842)	1 604	38 231	80 658	(42 427)	-53%	(13 842)
Capital expenditure & funds sources									
Capital expenditure	24 652	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807
Capital transfers recognised	13 123	78 716	64 311	2 203	11 706	31 546	(19 840)	-63%	64 311
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-
Internally generated funds	21 175	10 048	16 496	1 767	6 371	7 673	(1 302)	-17%	16 496
Total sources of capital funds	34 298	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807
Financial position									
Total current assets	218 573	108 824	185 556		271 499				185 556
Total non current assets	957 588	1 049 210	1 052 677		975 665				1 052 677
Total current liabilities	147 395	130 550	205 180		176 504				205 180
Total non current liabilities	110 508	185 378	170 101		114 170				170 101
Community wealth/Equity	918 258	842 106	862 953		956 490				862 953
Cash flows									
Net cash from (used) operating	-	62 440	40 308	27 248	43 201	10 848	32 354	298%	40 308
Net cash from (used) investing	-	(88 764)	(80 537)	(5 517)	(20 862)	(30 507)	9 645	-32%	(80 537)
Net cash from (used) financing	-	(1 500)	(1 593)	(105)	(73)	(1 245)	1 172	-94%	(73)
end	-	45 495	88 573	-	152 660	109 490	43 171	39%	88 573
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	40 624	7 027	5 341	9 659	4 461	4 767	21 893	162 338	256 109
Creditors Age Analysis									
Total Creditors	233	64	33	-	-	-	-	23	352

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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) - M06 December

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>	91 801	101 030	104 019	5 301	59 297	52 009	7 288	14%	104 019
Executive and council	122	–	–	–	13	–	13	#DIV/0!	–
Finance and administration	91 679	101 030	104 019	5 301	59 284	52 009	7 275	14%	104 019
Internal audit	–	–	–	–	–	–	–		–
<i>Community and public safety</i>	163 882	142 111	162 864	16 106	65 127	81 071	(15 944)	-20%	137 958
Community and social services	105 131	114 880	129 050	15 824	62 140	64 525	(2 385)	-4%	129 050
Sport and recreation	10 375	1 805	1 805	92	311	902	(591)	-66%	1 805
Public safety	24 096	24 912	25 634	191	2 676	12 456	(9 780)	-79%	728
Housing	24 280	514	6 375	–	–	3 187	(3 187)	-100%	6 375
<i>Economic and environmental services</i>	4 311	20 173	20 308	51	791	10 154	(9 363)	-92%	20 308
Planning and development	1 933	2 512	3 958	51	788	1 979	(1 191)	-60%	3 958
Road transport	2 227	17 647	16 337	–	3	8 168	(8 165)	-100%	16 337
Environmental protection	152	13	13	–	–	7	(7)	-100%	13
<i>Trading services</i>	360 019	406 013	390 649	27 651	177 046	195 086	(18 041)	-9%	390 649
Energy sources	258 127	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
Water management	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Waste water management	30 397	43 424	32 847	5 637	22 247	16 424	5 824	35%	32 847
Waste management	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
Total Revenue - Functional	620 107	669 441	677 954	49 111	302 268	338 378	(36 110)	-11%	653 048
Expenditure - Functional									
<i>Governance and administration</i>	113 001	150 869	153 688	12 706	59 486	75 110	(15 625)	-21%	153 688
Executive and council	23 579	30 612	30 612	1 876	10 716	15 306	(4 590)	-30%	30 612
Finance and administration	86 982	117 451	120 271	10 609	47 407	58 402	(10 995)	-19%	120 271
Internal audit	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
<i>Community and public safety</i>	129 496	107 225	112 918	6 634	37 381	56 454	(19 073)	-34%	80 597
Community and social services	23 727	28 760	28 736	1 825	10 501	14 368	(3 867)	-27%	28 736
Sport and recreation	25 674	30 457	30 331	2 190	11 231	15 165	(3 934)	-26%	30 331
Public safety	51 812	42 200	42 158	2 270	13 450	21 074	(7 624)	-36%	9 838
Housing	28 283	5 807	11 693	349	2 199	5 847	(3 647)	-62%	11 693
<i>Economic and environmental services</i>	34 344	38 426	37 940	2 266	14 645	18 970	(4 325)	-23%	37 940
Planning and development	9 695	12 992	12 597	909	4 912	6 299	(1 387)	-22%	12 597
Road transport	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	23 334
Environmental protection	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
<i>Trading services</i>	327 775	385 015	386 290	25 901	152 079	193 145	(41 066)	-21%	386 290
Energy sources	245 969	268 463	270 399	16 238	107 237	135 200	(27 963)	-21%	270 399
Water management	40 314	35 733	35 856	3 526	15 712	17 928	(2 216)	-12%	35 856
Waste water management	33 598	34 766	34 749	3 008	13 403	17 374	(3 971)	-23%	34 749
Waste management	7 894	46 053	45 285	3 128	15 726	22 643	(6 917)	-31%	45 285
<i>Other</i>	882	959	959	0	446	480	(33)	-7%	959
Total Expenditure - Functional	605 499	682 493	691 796	47 507	264 037	344 159	(80 122)	-23%	659 475
Surplus/ (Deficit) for the year	14 608	(13 052)	(13 842)	1 604	38 231	(5 781)	44 012		(6 427)

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	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	91 801	101 030	104 019	5 301	59 297	52 009	7 288	14%	104 019
Executive and council	122	-	-	-	13	-	13		-
Mayor and Council	103	-	-	-	13	-	13		-
Municipal Manager, Town Secretary and Chief Execut	19	-	-	-	-	-	-		-
Finance and administration	91 679	101 030	104 019	5 301	59 284	52 009	7 275	14%	104 019
Administrative and Corporate Support	-	9	9	-	0	4	(4)	-99%	9
Finance	91 860	100 446	103 435	5 269	59 195	51 718	7 478	14%	103 435
Human Resources	313	552	552	25	25	276	(251)	-91%	552
Marketing, Customer Relations, Publicity and Media	-	4	4	-	-	2	(2)	-100%	4
Property Services	(550)	-	-	-	-	-	-		-
Supply Chain Management	56	18	18	7	64	9	55	617%	18
Community and public safety	163 882	142 111	162 864	16 106	65 127	81 071	(15 944)	-20%	137 958
Community and social services	105 131	114 880	129 050	15 824	62 140	64 525	(2 385)	-4%	129 050
Aged Care	95 300	104 406	118 576	15 796	61 996	59 288	2 708	5%	118 576
Cemeteries, Funeral Parlours and Crematoriums	176	233	233	21	137	117	20	17%	233
Community Halls and Facilities	357	405	405	1	2	203	(201)	-99%	405
Libraries and Archives	9 299	9 836	9 836	5	6	4 918	(4 912)	-100%	9 836
Sport and recreation	10 375	1 805	1 805	92	311	902	(591)	-66%	1 805
Recreational Facilities	6 296	773	773	92	311	386	(75)	-19%	773
Sports Grounds and Stadiums	4 079	1 032	1 032	-	-	516	(516)	-100%	1 032

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2020

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									
Public safety	24 096	24 912	25 634	191	2 676	12 456	(9 780)	-79%	728
<i>Fire Fighting and Protection</i>	5	6	728	-	-	3	(3)	(0)	728
Housing	24 280	514	6 375	-	-	3 187	(3 187)	-100%	6 375
<i>Housing</i>	24 280	514	6 375	-	-	3 187	(3 187)	-100%	6 375
Economic and environmental services	4 311	20 173	20 308	51	791	10 154	(9 363)	-92%	20 308
Planning and development	1 933	2 512	3 958	51	788	1 979	(1 191)	-60%	3 958
<i>Economic Development/Planning</i>	166	-	1 445	-	-	723	(723)	-100%	1 445
<i>Town Planning, Building Regulations and Enforcemen</i>	1 768	1 882	1 882	51	788	941	(153)	-16%	1 882
<i>Project Management Unit</i>	-	630	630	-	-	315	(315)	-100%	630
Road transport	2 227	17 647	16 337	-	3	8 168	(8 165)	-100%	16 337
<i>Roads</i>	2 227	17 647	16 337	-	3	8 168	(8 165)	-100%	16 337
Environmental protection	152	13	13	-	-	7	(7)	-100%	13
<i>Biodiversity and Landscape</i>	152	13	13	-	-	7	(7)	-100%	13
Trading services	360 019	406 013	390 649	27 651	177 046	195 086	(18 041)	-9%	390 649
Energy sources	258 127	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
<i>Electricity</i>	257 653	265 685	265 685	16 439	122 274	132 843	(10 569)	-8%	265 685
<i>Street Lighting and Signal Systems</i>	474	-	-	-	-	-	-		-
Water management	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
<i>Water Distribution</i>	43 372	64 856	59 568	3 356	18 762	29 546	(10 784)	-36%	59 568
Waste water management	30 397	43 424	32 847	5 637	22 247	16 424	5 824	35%	32 847
<i>Sewerage</i>	27 134	29 605	24 317	5 637	22 247	12 158	10 089	83%	24 317
<i>Storm Water Management</i>	3 263	13 819	8 531	-	-	4 265	(4 265)	-100%	8 531
Waste management	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
<i>Solid Waste Removal</i>	28 124	32 047	32 549	2 220	13 763	16 274	(2 512)	-15%	32 549
Other	93	115	115	2	7	57	(51)	-88%	115
Licensing and Regulation	93	115	115	2	7	57	(51)	-88%	115
Total Revenue - Functional	620 107	669 441	677 954	49 111	302 268	338 378	(36 110)	-11%	653 048

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M06 December

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									
<i>Municipal governance and administration</i>	113 001	150 869	153 688	12 706	59 486	75 110	(15 625)	-21%	153 688
Executive and council	23 579	30 612	30 612	1 876	10 716	15 306	(4 590)	-30%	30 612
<i>Mayor and Council</i>	15 490	19 731	19 731	1 139	6 567	9 866	(3 299)	-33%	19 731
<i>Municipal Manager, Town Secretary and Chief Execut</i>	8 089	10 881	10 881	736	4 150	5 441	(1 291)	-24%	10 881
Finance and administration	86 982	117 451	120 271	10 609	47 407	58 402	(10 995)	-19%	120 271
<i>Administrative and Corporate Support</i>	16 482	12 535	12 535	1 549	7 473	6 268	1 205	19%	12 535
<i>Asset Management</i>	156	4 772	4 772	0	26	2 386	(2 360)	-99%	4 772
<i>Finance</i>	30 689	38 188	41 015	3 477	16 697	18 774	(2 077)	-11%	41 015
<i>Fleet Management</i>	3 005	2 845	2 845	241	1 456	1 423	34	2%	2 845
<i>Human Resources</i>	16 877	37 508	37 433	3 766	12 471	18 717	(6 246)	-33%	37 433
<i>Information Technology</i>	3 833	4 002	4 173	308	2 304	2 087	217	10%	4 173
<i>Legal Services</i>	3 095	3 490	3 490	301	1 323	1 745	(422)	-24%	3 490
<i>Marketing, Customer Relations, Publicity and Media</i>	3 864	3 968	3 964	313	1 825	1 982	(157)	-8%	3 964
<i>Property Services</i>	1 944	1 239	1 239	53	317	620	(303)	-49%	1 239
<i>Risk Management</i>	-	457	457	-	-	229	(229)	-100%	457
<i>Supply Chain Management</i>	6 688	6 963	6 863	575	3 345	3 431	(87)	-3%	6 863
<i>Valuation Service</i>	348	1 483	1 483	25	170	742	(572)	-77%	1 483
Internal audit	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
<i>Governance Function</i>	2 441	2 805	2 805	222	1 362	1 403	(40)	-3%	2 805
<i>Community and public safety</i>	129 496	107 225	112 918	6 634	37 381	56 454	(12 646)	-22%	80 597
Community and social services	23 727	28 760	28 736	1 825	10 501	14 368	(3 867)	-27%	28 736
<i>Aged Care</i>	5 011	4 771	4 621	387	1 765	2 310	(546)	-24%	4 621
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	2 931	3 585	3 737	234	1 537	1 868	(332)	-18%	3 737
<i>Child Care Facilities</i>	6	896	896	4	6	448	(442)	-99%	896
<i>Community Halls and Facilities</i>	5 512	6 671	6 657	384	2 255	3 329	(1 074)	-32%	6 657
<i>Disaster Management</i>	54	77	77	4	4	38	(34)	-89%	77
<i>Education</i>	2	766	766	-	1	383	(382)	-100%	766
<i>Libraries and Archives</i>	10 212	11 994	11 982	812	4 933	5 991	(1 058)	-18%	11 982
Sport and recreation	25 674	30 457	30 331	2 190	11 231	15 165	(3 934)	-26%	30 331
<i>Community Parks (including Nurseries)</i>	7 731	7 262	7 262	566	3 388	3 631	(243)	-7%	7 262
<i>Recreational Facilities</i>	13 206	17 843	17 727	1 267	5 610	8 863	(3 254)	-37%	17 727
<i>Sports Grounds and Stadiums</i>	4 738	5 352	5 342	357	2 233	2 671	(438)	-16%	5 342
Public safety	51 812	42 200	42 158	2 270	13 450	21 074	(1 197)	-6%	9 838
<i>Fire Fighting and Protection</i>	7 964	9 867	9 838	667	3 716	4 914	(1 197)	-24%	9 838
Housing	28 283	5 807	11 693	349	2 199	5 847	(3 647)	-62%	11 693
<i>Housing</i>	28 104	3 948	9 834	335	2 108	4 917	(2 809)	-57%	9 834
<i>Informal Settlements</i>	178	1 859	1 859	14	91	930	(838)	-90%	1 859

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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	34 344	38 426	37 940	2 266	14 645	18 970	(4 325)	-23%	37 940
Planning and development	9 695	12 992	12 597	909	4 912	6 299	(1 387)	-22%	12 597
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>	1 541	2 290	2 290	135	793	1 145	(352)	-31%	2 290
<i>Economic Development/Planning</i>	1 609	2 215	2 212	93	636	1 106	(470)	-43%	2 212
<i>Town Planning, Building Regulations and Enforcement</i>	4 818	5 740	5 590	496	2 390	2 795	(405)	-14%	5 590
<i>Project Management Unit</i>	1 727	2 746	2 505	185	1 093	1 253	(159)	-13%	2 505
Road transport	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	23 334
<i>Roads</i>	23 640	23 425	23 334	1 311	9 550	11 667	(2 117)	-18%	23 334
Environmental protection	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
<i>Biodiversity and Landscape</i>	1 009	2 009	2 009	46	183	1 005	(822)	-82%	2 009
Trading services	327 775	385 015	386 290	25 901	152 079	193 145	(41 066)	-21%	386 290
Energy sources	245 969	268 463	270 399	16 238	107 237	135 200	(27 963)	-21%	270 399
<i>Electricity</i>	243 205	265 128	267 364	15 889	106 224	133 682	(27 458)	-21%	267 364
<i>Street Lighting and Signal Systems</i>	2 764	3 335	3 035	350	1 013	1 518	(504)	-33%	3 035
Water management	40 314	35 733	35 856	3 526	15 712	17 928	(2 216)	-12%	35 856
<i>Water Treatment</i>	25	1 692	1 692	-	60	846	(786)	-93%	1 692
<i>Water Distribution</i>	37 185	29 481	29 605	3 505	14 227	14 802	(575)	-4%	29 605
<i>Water Storage</i>	3 104	4 560	4 560	21	1 425	2 280	(855)	-37%	4 560
Waste water management	33 598	34 766	34 749	3 008	13 403	17 374	(3 971)	-23%	34 749
<i>Public Toilets</i>	1 489	1 875	1 875	178	792	938	(145)	-15%	1 875
<i>Sewerage</i>	24 782	23 500	23 220	2 356	9 816	11 610	(1 794)	-15%	23 220
<i>Storm Water Management</i>	7 325	6 691	6 954	474	2 795	3 477	(682)	-20%	6 954
<i>Waste Water Treatment</i>	2	2 699	2 699	-	-	1 350	(1 350)	-100%	2 699
Waste management	7 894	46 053	45 285	3 128	15 726	22 643	(6 917)	-31%	45 285
<i>Solid Waste Disposal (Landfill Sites)</i>	(23 910)	16 613	16 608	101	1 160	8 304	(7 145)	-86%	16 608
<i>Solid Waste Removal</i>	29 890	28 001	27 237	2 893	13 818	13 619	199	1%	27 237
<i>Street Cleaning</i>	1 915	1 440	1 440	134	749	720	29	4%	1 440
Other	882	959	959	0	446	480	(33)	-7%	959
Licensing and Regulation	28	62	62	0	0	31	(31)	-99%	62
Tourism	854	897	897	-	446	448	(2)	0%	897
Total Expenditure - Functional	605 499	682 493	691 796	47 507	264 037	344 159	(73 695)	-21%	659 475
Surplus/ (Deficit) for the year	14 608	(13 052)	(13 842)	1 604	38 231	(5 781)	44 012	-761%	(6 427)

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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	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	89 792	97 078	100 067	5 151	58 575	50 034	8 541	17,1%	100 067
Vote 2 - Community Services	40 250	11 944	12 666	135	553	5 972	(5 419)	-90,7%	12 666
Vote 3 - Community Services	116 399	126 015	140 185	16 006	64 699	70 093	(5 393)	-7,7%	140 185
Vote 4 - Community Services	7 857	4 905	12 211	(0)	-	6 105	(6 105)	-100,0%	12 211
Vote 5 - Corporate Services	(134)	566	566	25	38	283	(245)	-86,6%	566
Vote 6 - Technical Services	291 845	330 552	318 664	22 190	145 638	159 332	(13 694)	-8,6%	318 664
Vote 7 - Technical Services	71 476	96 840	92 053	5 559	32 505	45 788	(13 283)	-29,0%	92 053
Vote 8 - Muncipal Manager	575	1 542	1 542	45	259	771	(511)	-66,3%	1 542
Total Revenue by Vote	618 059	669 441	677 954	49 111	302 268	338 378	(36 110)	-10,7%	677 954
Vote 1 - Financial Services	38 268	52 907	55 633	4 216	20 869	26 083	(5 214)	-20,0%	55 633
Vote 2 - Community Services	34 896	42 428	42 559	3 134	16 929	21 274	(4 345)	-20,4%	42 559
Vote 3 - Community Services	59 040	51 839	51 113	2 603	15 200	25 557	(10 356)	-40,5%	51 113
Vote 4 - Community Services	39 210	19 452	25 738	1 114	6 538	12 869	(6 332)	-49,2%	25 738
Vote 5 - Corporate Services	59 672	81 238	81 331	7 235	32 030	40 665	(8 636)	-21,2%	81 331
Vote 6 - Technical Services	308 685	334 930	336 607	21 139	132 929	168 304	(35 375)	-21,0%	336 607
Vote 7 - Technical Services	52 344	84 015	83 371	6 960	33 441	41 686	(8 245)	-19,8%	83 371
Vote 8 - Muncipal Manager	12 124	15 685	15 443	1 104	6 101	7 722	(1 620)	-21,0%	15 443
Total Expenditure by Vote	604 238	682 493	691 796	47 507	264 037	344 159	(80 122)	-23,3%	691 796
Surplus/ (Deficit) for the year	13 821	(13 052)	(13 842)	1 604	38 231	(5 781)	44 012	-761,3%	(13 842)

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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) - M06 December

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	73 497	76 388	76 388	4 427	55 359	58 956	(3 597)	-6%	76 388
Service charges - electricity revenue	255 498	266 973	266 973	16 439	122 273	132 357	(10 084)	-8%	266 973
Service charges - water revenue	39 419	35 137	35 137	3 361	18 768	18 017	751	4%	35 137
Service charges - sanitation revenue	25 949	18 352	18 352	5 705	22 653	12 111	10 541	87%	18 352
Service charges - refuse revenue	25 713	21 271	21 271	2 201	13 718	12 605	1 112	9%	21 271
Service charges - other	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	3 905	2 663	2 663	112	585	802	(217)	-27%	2 663
Interest earned - external investments	7 446	9 129	9 129	249	1 561	2 538	(978)	-39%	9 129
Interest earned - outstanding debtors	10 515	8 264	8 264	(33)	(154)	1 828	(1 981)	-108%	8 264
Dividends received	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	19 654	20 456	20 456	4	43	3 338	(3 295)	-99%	20 456
Licences and permits	1 042	2 010	2 010	190	2 655	2 250	405	18%	2 010
Agency services	3 477	3 854	3 854	-	-	623	(623)	-100%	3 854
Transfers recognised - operational	131 561	116 989	139 907	15 828	62 156	103 832	(41 676)	-40%	139 907
Other revenue	9 462	9 239	9 239	629	2 651	3 003	(352)	-12%	9 239
Gains on disposal of PPE	(474)	-	-	-	-	(0)	0	-100%	-
Total Revenue (excluding capital transfers and contributions)	606 665	590 725	613 643	49 111	302 268	352 261	(49 993)	-14%	613 643
Expenditure By Type									
Employee related costs	185 788	226 182	226 182	18 294	100 702	104 489	(3 787)	-4%	226 182
Remuneration of councillors	9 902	12 032	12 032	825	4 949	5 306	(357)	-7%	12 032
Debt impairment	14 187	44 688	44 688	2	8	7 460	(7 451)	-100%	44 688
Depreciation & asset impairment	32 721	40 688	40 688	-	2	6 788	(6 786)	-100%	40 688
Finance charges	9 044	9 181	9 181	23	152	1 572	(1 420)	-90%	9 181
Bulk purchases	221 822	232 760	232 760	13 935	96 467	106 794	(10 327)	-10%	232 760
Other materials	14 194	19 528	18 638	784	5 301	7 954	(2 653)	-33%	18 638
Contracted services	44 029	48 486	53 296	3 863	19 270	20 768	(1 498)	-7%	53 296
Transfers and grants	25 477	2 179	8 060	50	714	881	(167)	-19%	8 060
Other expenditure	48 335	46 770	46 271	9 731	36 472	28 187	8 286	29%	46 271
Loss on disposal of PPE	-	-	-	-	-	0	(0)	-100%	-
Total Expenditure	605 499	682 493	691 796	47 507	264 037	290 199	(26 162)	-9%	691 796
Surplus/(Deficit)	1 166	(91 768)	(78 153)	1 604	38 231	62 062	(23 831)	(0)	(78 153)
Transfers recognised - capital	13 442	78 716	63 810	-	-	18 346	(18 346)	(0)	63 810
Contributions recognised - capital	-	-	501	-	-	251	(251)	(0)	501
Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	14 608	(13 052)	(13 842)	1 604	38 231	80 658			(13 842)
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	14 608	(13 052)	(13 842)	1 604	38 231	80 658			(13 842)
Surplus/ (Deficit) for the year	14 608	(13 052)	(13 842)	1 604	38 231	80 658			(13 842)

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

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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) -
M06 December

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 1 - Financial Services	(9 816)	–	–	–	–	–	–		–
Vote 2 - Community Services	126	–	214	–	183	107	76	71%	214
Vote 3 - Community Services	–	–	–	–	–	–	–		–
Vote 4 - Community Services	–	–	–	–	–	–	–		–
Vote 5 - Corporate Services	–	–	–	–	–	–	–		–
Vote 6 - Technical Services	12 575	14 421	16 174	987	3 917	8 087	(4 170)	-52%	16 174
Vote 7 - Technical Services	1 400	26 288	22 995	89	230	11 498	(11 268)	-98%	22 995
Vote 8 - Municipal Manager	19	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4 304	40 708	39 384	1 077	4 330	19 692	(15 362)	-78%	39 384
<u>Single Year expenditure appropriation</u>									
Vote 1 - Financial Services	206	–	102	–	–	51	(51)	-100%	102
Vote 2 - Community Services	–	–	722	–	–	–	–		722
Vote 3 - Community Services	1 053	620	1 113	58	399	556	(157)	-28%	1 113
Vote 4 - Community Services	4 152	900	6 431	1 374	4 317	3 215	1 101	34%	6 431
Vote 5 - Corporate Services	1 833	1 050	4 228	735	1 767	2 114	(347)	-16%	4 228
Vote 6 - Technical Services	11 458	35 021	22 288	567	5 421	10 321	(4 899)	-47%	22 288
Vote 7 - Technical Services	1 632	10 465	6 540	159	1 842	3 270	(1 428)	-44%	6 540
Vote 8 - Municipal Manager	14	–	–	–	–	–	–		–
Total Capital single-year expenditure	20 348	48 056	41 423	2 893	13 747	19 527	(5 781)	-30%	41 423
Total Capital Expenditure	24 652	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807

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WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) -
M06 December

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									
<i>Governance and administration</i>	(7 159)	1 400	3 860	736	998	1 755	(757)	-43%	3 860
Executive and council	166	600	1 450	11	11	725	(714)	-99%	1 450
Finance and administration	(7 324)	800	2 410	724	987	1 030	(43)	-4%	2 410
<i>Community and public safety</i>	5 091	1 520	6 848	1 429	4 893	3 063	1 830	60%	6 848
Community and social services	313	580	960	58	368	480	(112)	-23%	960
Sport and recreation	4 651	940	4 952	1 371	4 342	2 476	1 866	75%	4 952
Public safety	126	-	936	-	183	107	76	71%	936
Housing	-	-	-	-	-	-	-		-
<i>Economic and environmental services</i>	7 871	20 245	19 743	813	4 046	9 623	(5 577)	-58%	19 743
Planning and development	76	-	1 631	3	7	815	(808)	-99%	1 631
Road transport	7 795	20 245	18 112	809	4 039	8 808	(4 768)	-54%	18 112
Environmental protection	-	-	-	-	-	-	-		-
<i>Trading services</i>	18 849	65 600	50 356	992	8 140	24 778	(16 638)	-67%	50 356
Energy sources	7 740	2 500	4 153	389	1 320	2 076	(756)	-36%	4 153
Water management	2 297	27 396	23 005	-	1 813	11 503	(9 690)	-84%	23 005
Waste water management	7 096	26 347	15 770	356	3 978	7 485	(3 507)	-47%	15 770
Waste management	1 716	9 356	7 428	248	1 029	3 714	(2 685)	-72%	7 428
Total Capital Expenditure - Standard Classification	24 652	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807
Funded by:									
National Government	12 852	35 763	35 763	1 446	7 911	17 633	(9 722)	-55%	35 763
Provincial Government	271	42 954	27 445	757	3 795	13 361	(9 566)	-72%	27 445
District Municipality	-	-	602	-	-	301	(301)	-100%	602
Transfers recognised - capital	13 123	78 716	64 311	2 203	11 706	31 546	(19 840)	-63%	64 311
Borrowing	-	-	-	-	-	-	-		-
Internally generated funds	21 175	10 048	16 496	1 767	6 371	7 673	(1 302)	-17%	16 496
Total Capital Funding	34 298	88 764	80 807	3 969	18 077	39 219	(21 142)	-54%	80 807

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	2019/20	Budget Year 2020/21			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
<u>ASSETS</u>					
Current assets					
Cash and cash equivalents	130 394	38 462	107 316	152 660	107 316
Consumer debtors	68 708	38 038	63 257	79 294	63 257
Other debtors	7 908	20 630	3 520	29 565	3 520
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 563	11 693	11 464	9 980	11 464
Total current assets	218 573	108 824	185 556	271 499	185 556
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	–	–	–
Investment property	44 043	44 492	44 325	44 043	44 325
Investments in Associate	–	–	–	–	–
Property, plant and equipment	911 364	1 002 139	1 005 197	929 441	1 005 197
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	1 631	2 029	2 606	1 631	2 606
Other non-current assets	550	550	550	550	550
Total non current assets	957 588	1 049 210	1 052 677	975 665	1 052 677
TOTAL ASSETS	1 176 161	1 158 034	1 238 234	1 247 164	1 238 234
<u>LIABILITIES</u>					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 968	–	–	1 968	–
Consumer deposits	7 976	7 150	7 544	8 199	7 544
Trade and other payables	52 380	47 310	141 209	82 023	141 209
Provisions	85 072	76 091	56 427	84 313	56 427
Total current liabilities	147 395	130 550	205 180	176 504	205 180
Non current liabilities					
Borrowing	2 620	4 722	4 588	2 620	4 588
Provisions	107 888	180 655	165 513	111 551	165 513
Total non current liabilities	110 508	185 378	170 101	114 170	170 101
TOTAL LIABILITIES	257 903	315 928	375 281	290 674	375 281
NET ASSETS	918 258	842 106	862 953	956 490	862 953
<u>COMMUNITY WEALTH/EQUITY</u>					
Accumulated Surplus/(Deficit)	907 641	831 751	852 598	945 873	852 598
Reserves	10 617	10 355	10 355	10 617	10 355
TOTAL COMMUNITY WEALTH/EQUITY	918 258	842 106	862 953	956 490	862 953

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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	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	-	72 569	72 569	5 654	45 812	48 542	(2 730)	-6%	72 569
Service charges	-	315 962	312 168	35 200	183 904	137 866	46 038	33%	312 168
Other revenue	-	21 754	21 753	398	4 680	7 846	(3 166)	-40%	21 753
Government - operating	-	116 989	139 907	16 748	71 659	100 472	(28 814)	-29%	139 907
Government - capital	-	78 716	64 311	10 784	29 747	33 267	(3 520)	-11%	64 311
Interest	-	17 393	11 608	249	1 310	3 424	(2 113)	-62%	11 608
Dividends									
Payments									
Suppliers and employees	-	(557 432)	(572 263)	(41 711)	(292 788)	(319 534)	(26 747)	8%	(572 263)
Finance charges	-	(1 332)	(1 706)	(23)	(26)	-	26		(1 706)
Transfers and Grants	-	(2 179)	(8 040)	(50)	(1 098)	(1 036)	62	-6%	(8 040)
NET CASH FROM/(USED) OPERATING ACTIVITIES	-	62 440	40 308	27 248	43 201	10 848	(20 964)	-193%	40 308
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)	(80 537)	(5 517)	(20 862)	(30 507)	(9 645)	32%	(80 537)
NET CASH FROM/(USED) INVESTING ACTIVITIES	-	(88 764)	(80 537)	(5 517)	(20 862)	(30 507)	(9 645)	32%	(80 537)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	-	-	-	-	-	-	-		-
Borrowing long term/refinancing	-	-	-	-	-	-	-		-
Increase (decrease) in consumer deposits	-	-	200	2	53	-	53		200
Payments									
Repayment of borrowing	-	(1 500)	(1 793)	(107)	(126)	(1 245)	(1 119)	90%	(1 793)
NET CASH FROM/(USED) FINANCING ACTIVITIES	-	(1 500)	(1 593)	(105)	(73)	(1 245)	(1 172)	94%	(73)
NET INCREASE/ (DECREASE) IN CASH HELD	-	(27 824)	(41 822)	21 625	22 266	(20 905)			(41 822)
Cash/cash equivalents at beginning:	-	73 319	130 394		130 394	130 394			130 394
Cash/cash equivalents at month/year end:	-	45 495	88 573		152 660	109 490			88 573

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WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M06 December

Ref	Description	Variance	Reasons for material deviations
	R thousands		
1	<u>Revenue By Source</u>		
	Property rates	(3 597)	Immaterial Variance.
	Service charges - electricity revenue	(10 084)	Lower usage of electricity than anticipated
	Service charges - water revenue	751	Immaterial Variance.
	Service charges - sanitation revenue	10 541	Industrial Effluent service rendered
	Service charges - refuse revenue	1 112	Immaterial Variance.
	Service charges - other	-	
	Rental of facilities and equipment	(217)	Immaterial Variance.
	Interest earned - external investments	(978)	No investments to date.
	Interest earned - outstanding debtors	(1 981)	No interest levied to date as part of COVID 19 relief measures.
	Dividends received	-	
	Fines, penalties and forfeits	(3 295)	Fines Revenue Recognised on an Annual Basis.
	Licences and permits	405	Immaterial Variance.
	Agency services	(623)	Immaterial Variance.
	Transfers and subsidies	(41 676)	Awaiting Equitable Share Allocation
	Other revenue	(352)	Immaterial Variance.
	Gains on disposal of PPE	0	
2	<u>Expenditure By Type</u>		
	Employee related costs	(3 787)	TASK implementation outstanding.
	Remuneration of councillors	(357)	Immaterial Variance.
	Debt impairment	(7 451)	Provision in line with calculated provision based on Debtors Aging.
	Depreciation & asset impairment	(6 786)	Depreciation & asset impairment recognised on an annual basis.
	Finance charges	(1 420)	Immaterial Variance.
	Bulk purchases	(10 327)	Lower usage of electricity than anticipated
	Other materials	(2 653)	Immaterial Variance.
	Contracted services	(1 498)	Immaterial Variance.
	Transfers and grants	(167)	Immaterial Variance.
	Other expenditure	8 286	Contribution to Provision for Bad Debt Erronously included under operational expenditure. Correction to be made.
	Loss on disposal of PPE	(0)	
3	<u>Capital Expenditure</u>		
	Total Capital Expenditure	(21 142)	Delay in appointment of contractors due to tender delays
		-	
		-	
		-	
4	<u>Financial Position</u>		
		-	
		-	
		-	
		-	
5	<u>Cash Flow</u>		
	<u>Receipts</u>		
	Property rates	(2 730)	Immaterial Variance.
	Service charges	46 038	Budgeted Monthly Collections from Service Charges to be adjusted during the Adjustment Budget Process in February.
	Other revenue	(3 166)	Immaterial Variance.
	Government - operating	(28 814)	Grant Receipts/Installments still to be received.
	Government - capital	(3 520)	Grant Receipts/Installments still to be received.
	Interest	(2 113)	No interest levied to date as part of COVID 19 relief measures.
	Dividends	-	
	<u>Payments</u>		
	Suppliers and employees	(26 747)	Delay in appointment of contractors due to tender delays
	Finance charges	26	Immaterial Variance.
	Transfers and Grants	62	Immaterial Variance.
6	<u>Measureable performance</u>		
7	<u>Municipal Entities</u>		

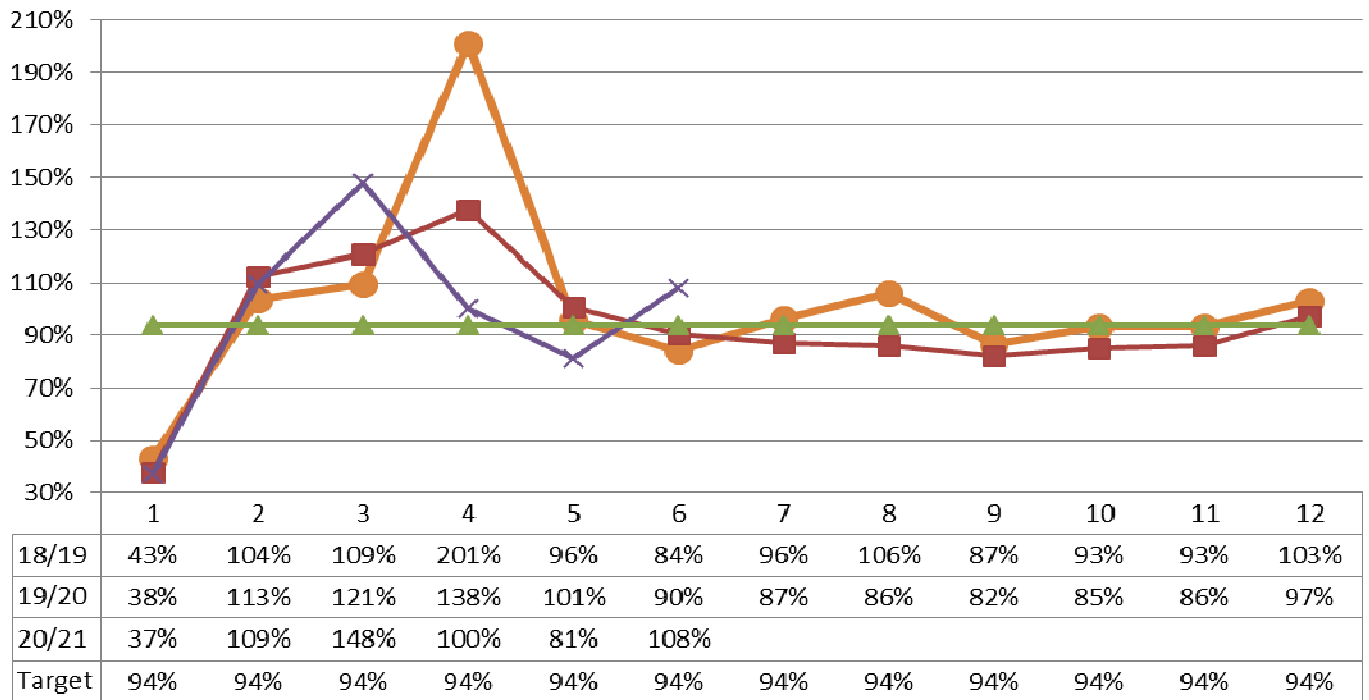
The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M06 December

Description	NT Code	Budget Year 2020/21									
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys- 1 Yr	Over 1Yr	Total	Total over 90 days
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	8 286	2 169	1 508	1 825	1 399	1 757	8 521	50 684	76 149	64 185
Electricity	1300	14 812	1 411	739	485	324	525	1 143	4 609	24 048	7 086
Property Rates	1400	4 233	529	416	4 829	323	282	1 305	16 171	28 088	22 910
Waste Water Management	1500	10 559	1 327	1 234	1 178	1 135	1 033	5 070	25 818	47 353	34 234
Waste Management	1600	5 859	1 473	1 346	1 245	1 178	1 078	5 186	26 931	44 297	35 619
Property Rental Debtors	1700	83	20	20	19	19	19	86	911	1 178	1 054
Interest on Arrear Accounts	1810	960	37	38	37	37	37	350	36 012	37 509	36 473
Recoverable expenditure	1820	-	-	-	-	-	-	-	-	-	-
Other	1900	(4 168)	59	40	41	46	36	231	1 202	(2 512)	1 556
Total By Income Source	2000	40 624	7 027	5 341	9 659	4 461	4 767	21 893	162 338	256 109	203 117
2019/20 - totals only										-	-
Debtors Age Analysis By Customer Group											
Organs of State	2200	2 608	635	301	1 334	139	111	664	6 264	12 055	8 512
Commercial	2300	17 003	958	463	1 992	295	307	1 088	9 477	31 583	13 159
Households	2400	20 656	5 281	4 439	5 882	3 900	4 208	19 186	142 424	205 975	175 600
Other	2500	358	152	138	452	127	141	955	4 173	6 496	5 847
Total By Customer Group	2600	40 624	7 027	5 341	9 659	4 461	4 767	21 893	162 338	256 109	203 117

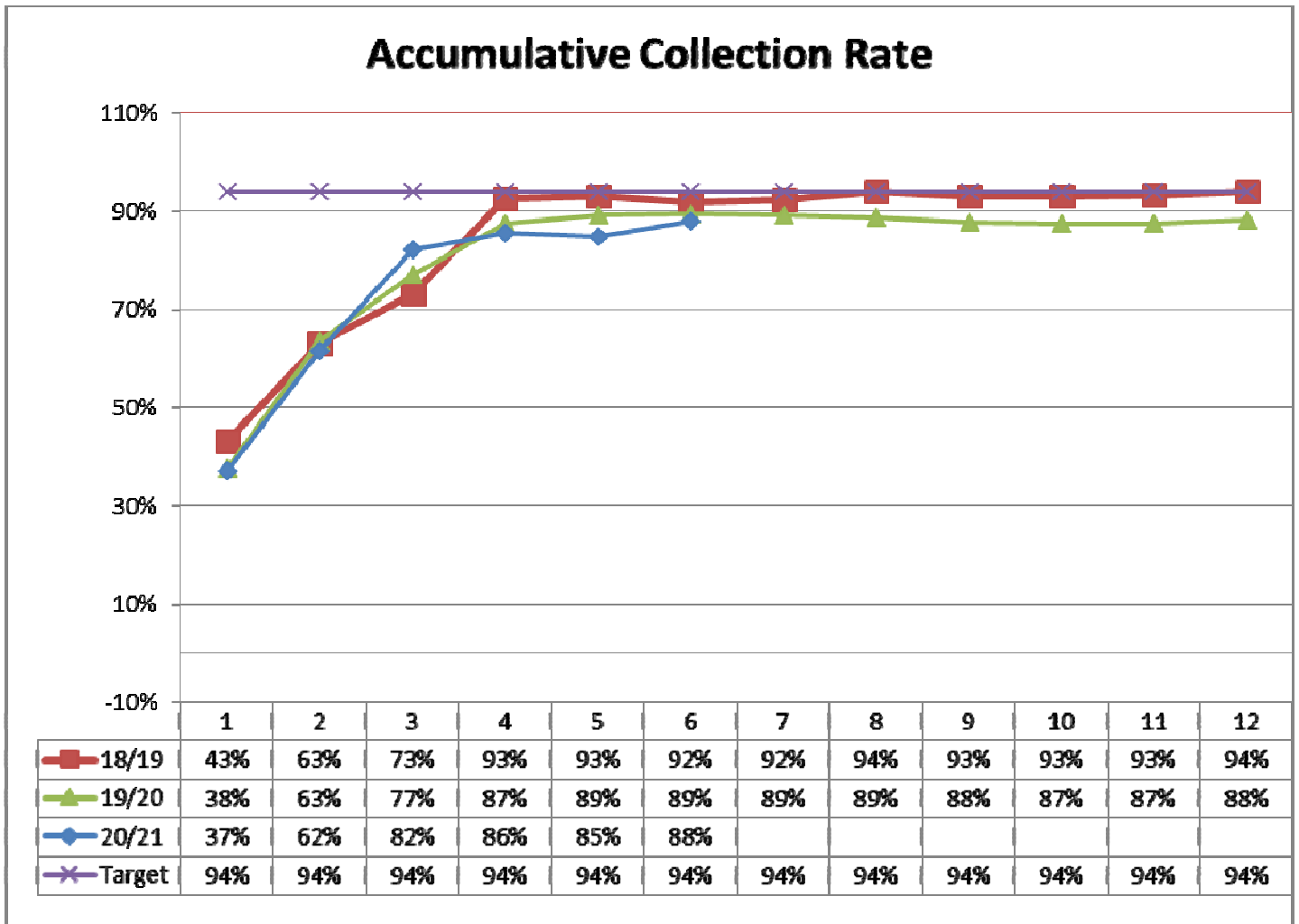
Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

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 Dec 2020 amounts to 108% in comparison to the previous year 90%.

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 Des 2020 108% beloop in vergelyking met die vorige jaar 90%.



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.

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WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M06 December

Description	NT Code	Budget Year 2020/21								
		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	233	64	33	-	-	-	-	23	352
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	233	64	33	-	-	-	-	23	352

Notes

Material increases in value of creditors' categories compared to previous month to be explained

*****Long outstanding Accounts are in dispute or Invoices did not appear on statement

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>								
-	-			-		-	-	-
-	-			-		-	-	-
-	-			-		-	-	-
-	-		-	-		-	-	-
-	-			-		-	-	-
-	-			-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	-

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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 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:	106 455	120 625	15 828	62 156	60 313	3 431	5,7%	120 625
Operational Revenue: General Revenue: Equitable S	101 915	116 085	15 611	61 473	58 043	3 431	5,9%	116 085
Expanded Public Works Programme Integrated Gran	2 360	2 360	185	523	1 180	(657)	-55,7%	2 360
Local Government Financial Management Grant [Sc	1 550	1 550	32	160	775	(615)	-79,3%	1 550
Municipal Infrastructure Grant [Schedule 5B]	630	630	-	-	315	(315)	-100,0%	630
Provincial Government:	10 534	17 195	-	-	8 598	(8 598)	-100,0%	21 369
Capacity Building	-	-	-	-	-	-	-	-
Capacity Building and Other	10 534	11 334	-	-	5 667	(5 667)	-100,0%	11 334
Infrastructure	-	5 861	-	-	2 931	(2 931)	-100,0%	5 861
								2 087
								2 087
								-
District Municipality:	-	2 087	-	-	1 043	(1 043)	-1	-
All Grants	-	2 087	-	-	1 043	(1 043)	-1	2 087
Total Operating Transfers and Grants	116 989	139 907	15 828	62 156	69 953	(7 797)	-11,1%	141 994
National Government:	35 763	35 763	-	-	17 643	(17 643)	-200,0%	35 763
Municipal Infrastructure Grant [Schedule 5B]	18 831	18 831	-	-	9 178	(9 178)	-100,0%	18 831
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	16 931	-	-	8 466	(8 466)	-100,0%	16 931
Provincial Government:	42 954	27 445	-	-	13 361	(13 361)	-100,0%	28 047
Capacity Building and Other	-	722	-	-	-	-	-	722
Infrastructure	42 954	26 723	-	-	13 361	(13 361)	-100,0%	26 723
								602
District Municipality:	-	602	-	-	301	(301)	-100,0%	602
All Grants	-	602	-	-	301	(301)	-100,0%	602
Other grant providers:	-	501	-	-	251	(251)	-100,0%	501
Departmental Agencies and Accounts	-	-	-	-	-	-	-	-
Foreign Government and International Organisations	-	501	-	-	251	(251)	-100,0%	501
Total Capital Transfers and Grants	78 716	64 311	-	-	31 557	(31 557)	-100,0%	64 914
TOTAL RECEIPTS OF TRANSFERS & GRANTS	195 705	204 218	15 828	62 156	101 510	(39 354)	-38,8%	206 907

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 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:	63 364	63 146	3 311	18 760	31 567	-		63 146
Operational Revenue:General Revenue:Equitable	58 824	58 606	3 094	18 076	29 297	(11 221)	-38,3%	58 606
Expanded Public Works Programme Integrated Gr	2 360	2 360	185	523	1 180	(657)	-55,7%	2 360
Local Government Financial Management Grant [1 550	1 550	32	160	775	(615)	-79,3%	1 550
Municipal Infrastructure Grant [Schedule 5B]	630	630	-	-	315	(315)	-100,0%	630
Municipal Emergency Housing Grant	-	-	-	-	-	-		-
Provincial Government:	10 534	17 195	811	4 835	8 597	(3 763)	-43,8%	17 195
Capacity Building and Other	10 534	11 334	811	4 835	5 667	(832)		11 334
Disaster and Emergency Services	-	-	-	-	-	-		-
Infrastructure	-	5 861	-	-	2 931	(2 931)		5 861
District Municipality:	-	2 087	10	70	-	(973)	-93,2%	-
All Grants	-	2 087	10	70	1 043	(973)	-93,2%	-
Other grant providers:	566	566	3	80	283	(203)	-71,7%	566
Foreign Government and International Organisatio	566	566	3	80	283	(203)	-71,7%	566
Total operating expenditure of Transfers and Grants	74 464	82 993	4 136	23 745	40 448	(4 939)	-12,2%	80 907
National Government:	35 763	35 763	1 446	7 911	17 633	(9 722)	-55,1%	35 763
Municipal Infrastructure Grant [Schedule 5B]	18 831	18 831	1 446	7 911	9 167	(1 256)	-13,71%	18 831
Regional Bulk Infrastructure Grant (Schedule 5B)	16 931	16 931	-	-	8 466	(8 466)	-100,00%	16 931
Provincial Government:	42 954	28 650	757	3 795	13 964	(10 169)		27 445
Capacity Building and Other	-	722	-	-	-	-		722
Infrastructure	42 954	26 723	757	3 795	13 361	(9 566)	-71,6%	26 723
District Municipality:	-	602	-	-	301	(301)	-100,0%	602
All Grants	-	602	-	-	301	(301)	-100,0%	602
Other grant providers:	10 048	16 997	1 767	6 371	7 924	(1 553)	-19,6%	16 997
Foreign Government and International Organisatio	-	501	-	-	251	(251)	-100,0%	501
Transfer from Operational Revenue	10 048	16 496	1 767	6 371	7 673	(1 302)	-17,0%	16 496
Total capital expenditure of Transfers and Grants	88 764	82 012	3 969	18 077	39 822	(21 745)	-54,6%	80 807
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	163 228	165 005	8 105	41 822	80 270	(26 683)	-33,2%	161 714

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.

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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 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	8 104	8 104	635	3 804	4 052	(248)	-6%	8 104
Pension and UIF Contributions	1 194	1 194	89	540	597	(57)	-10%	1 194
Medical Aid Contributions	239	239	19	115	119	(5)	-4%	239
Motor Vehicle Allowance	778	778	-	-	389	(389)	-100%	778
Cellphone Allowance	1 149	1 149	78	469	575	(105)	-18%	1 149
Housing Allowances	511	511	3	21	256	(235)	-92%	511
Other benefits and allowances	56	56	-	-	28	(28)	-100%	56
Sub Total - Councillors	12 032	12 032	825	4 949	6 016	(1 067)	-18%	12 032
Senior Managers of the Municipality								
Basic Salaries and Wages	4 139	4 139	325	1 987	2 070	(82)	-4%	4 139
Pension and UIF Contributions	851	851	18	108	426	(318)	-75%	851
Medical Aid Contributions	147	147	4	27	73	(46)	-63%	147
Overtime	-	-	-	-	-	-	-	-
Performance Bonus	968	968	47	284	484	(200)	-41%	968
Motor Vehicle Allowance	1 143	1 143	83	420	572	(151)	-26%	1 143
Cellphone Allowance	77	77	2	29	39	(9)	-24%	77
Housing Allowances	167	167	24	24	84	(60)	-72%	167
Other benefits and allowances	125	125	9	56	62	(6)	-10%	125
Payments in lieu of leave	-	-	-	-	-	-	-	-
Long service awards	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	-	-	-	-	-	-	-	-
Sub Total - Senior Managers	7 617	7 617	512	2 935	3 809	(873)	-23%	7 617
Other Municipal Staff								
Basic Salaries and Wages	126 695	126 695	9 542	56 594	63 348	(6 754)	-11%	126 695
Pension and UIF Contributions	19 060	19 060	1 540	9 239	9 530	(291)	-3%	19 060
Medical Aid Contributions	8 467	8 467	677	4 223	4 233	(10)	0%	8 467
Overtime	13 794	13 794	1 199	7 924	6 897	1 027	15%	13 794
Performance Bonus	8 895	8 895	751	4 534	4 447	87	2%	8 895
Motor Vehicle Allowance	4 886	4 886	487	2 941	2 443	498	20%	4 886
Cellphone Allowance	440	440	45	274	220	54	25%	440
Housing Allowances	1 792	1 792	137	828	896	(68)	-8%	1 792
Other benefits and allowances	4 691	4 691	354	2 329	2 346	(17)	-1%	4 691
Payments in lieu of leave	966	966	2 313	4 471	483	3 988	826%	966
Long service awards	-	-	67	392	-	392	#DIV/0!	-
Post-retirement benefit obligations	28 880	28 880	670	4 018	14 440	(10 422)	-72%	28 880
Sub Total - Other Municipal Staff	218 565	218 565	17 782	97 767	109 283	(11 516)	-11%	218 565
TOTAL SALARY, ALLOWANCES & % increase	238 214	238 214	19 118	105 651	119 107	(13 456)	-11%	238 214
TOTAL MANAGERS AND STAFF	226 182	226 182	18 294	100 702	113 091	(12 389)	-11%	226 182

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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 - M06 December

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	Budget	Budget	Budget	Budget	Budget	Budget
Cash Receipts By Source													
Property rates		4 112	8 928	17 512	9 568	37	5 654	-	-	-	-	-	26 757
Service charges - electricity revenue		21 484	28 159	24 941	22 254	17 501	22 986	-	-	-	-	-	124 309
Service charges - water revenue		2 338	3 382	2 008	2 175	2 704	3 009	-	-	-	-	-	8 981
Service charges - sanitation revenue		1 302	1 590	1 493	1 476	2 043	7 574	-	-	-	-	-	(3 366)
Service charges - refuse		1 545	1 422	2 063	1 785	1 622	1 631	-	-	-	-	-	3 758
Service charges - other		-	4 470	-	-	948	-	-	-	-	-	-	(5 418)
Rental of facilities and equipment		3	1	1	1	7	17	-	-	-	-	-	1 302
Interest earned - external investments		235	298	298	231	-	249	-	-	-	-	-	7 819
Interest earned - outstanding debtors		-	-	-	-	-	-	-	-	-	-	-	2 479
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-
Fines		3	55	30	64	51	9	-	-	-	-	-	5 106
Licences and permits		813	112	398	554	540	190	-	-	-	-	-	(597)
Agency services		-	-	-	-	-	-	-	-	-	-	-	3 854
Transfer receipts - operating		45 862	5 580	-	3 469	-	-	-	-	-	-	-	84 996
Other revenue		83	115	132	340	979	16 930	-	-	-	-	-	(9 340)
Cash Receipts by Source		77 779	54 112	48 875	41 917	26 434	58 249	-	-	-	-	-	250 639
Other Cash Flows by Source													
Transfer receipts - capital		3 721	-	568	4 674	10 000	10 784	-	-	-	-	-	34 564
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	-	-	-	-	-
Increase in consumer deposits		(35)	1	23	23	40	2	-	-	-	-	-	147
Receipt of non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-
Receipt of non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-
Change in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		81 465	54 112	49 466	46 614	36 474	69 035	-	-	-	-	-	285 350
Cash Payments by Type													
Employee related costs		13 585	15 116	14 644	15 544	23 042	14 609	-	-	-	-	-	102 832
Remuneration of councillors		940	940	940	940	1 134	938	-	-	-	-	-	6 201
Interest paid		-	-	3	(0)	-	23	-	-	-	-	-	1 680
Bulk purchases - Electricity		29 263	31 706	28 786	17 164	16 744	16 025	-	-	-	-	-	73 675
Bulk purchases - Water & Sewer		-	-	-	-	-	-	-	-	-	-	-	-
Other materials		1 462	439	557	1 444	988	997	-	-	-	-	-	13 265
Contracted services		1 859	2 907	3 671	4 684	5 298	4 465	-	-	-	-	-	29 971
Grants and subsidies paid - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-
Grants and subsidies paid - other		672	50	50	275	-	50	-	-	-	-	-	6 942
General expenses		10 173	3 290	3 472	3 865	2 785	3 178	-	-	-	-	-	19 727
Cash Payments by Type		57 953	54 447	52 123	43 917	49 990	40 286	-	-	-	-	-	254 293
Other Cash Flows/Payments by Type													
Capital assets		1 025	1 102	2 341	3 550	7 328	5 517	-	-	-	-	-	59 674
Repayment of borrowing		-	-	19	-	-	107	-	-	-	-	-	1 667
Other Cash Flows/Payments		864	241	(2 763)	1 133	(5 778)	1 499	-	-	-	-	-	33 804
Total Cash Payments by Type		59 842	55 790	51 720	48 599	51 541	47 409	-	-	-	-	-	349 438
NET INCREASE/(DECREASE) IN CASH HELD		21 623	(1 677)	(2 254)	(1 985)	(15 067)	21 625	-	-	-	-	-	(64 088)
Cash/cash equivalents at the month/year beginning:		130 394	152 018	150 340	148 087	146 101	131 035	152 660	152 660	152 660	152 660	152 660	152 660
Cash/cash equivalents at the month/year end:		152 018	150 340	148 087	146 101	131 035	152 660	152 660	152 660	152 660	152 660	152 660	88 573

FINANCE MONTHLY REPORT DECEMBER 2020 / FINANSIES MAANDELIKSE VERSLAG DESEMBER
2020

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M06 December

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									
<u>Monthly expenditure performance trend</u>									
July	101	–	830	–	–	830	830	100,0%	0%
August	3 035	–	830	970	970	1 660	690	41,6%	1%
September	2 468	18 288	15 910	2 309	3 280	17 570	14 290	81,3%	4%
October	6 398	–	830	3 822	7 101	18 400	11 299	61,4%	9%
November	2 200	–	830	7 006	14 107	19 230	5 123	26,6%	17%
December	4 387	24 821	19 989	3 969	18 077	39 219	21 142	53,9%	22%
January	1 566	–	830	–		40 049	–		
February	2 718	–	830	–		40 879	–		
March	1 848	18 288	15 910	–		56 789	–		
April	1 747	–	830	–		57 619	–		
May	1 275	–	830	–		58 450	–		
June	(3 091)	27 367	22 358	–		80 807	–		
Total Capital expenditure	24 652	88 764	80 807	18 077					

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
08/2/17/51	Upgrading of van Breda bridge & associated roadworks, Ceres	22-Jan-2021
08/2/18/14	Security upgrades to Pittebos sewer pump station - Wolseley	21-Jan-2021
08/2/18/32	Service provider for compilation and maintenance of supplementary valuation roll and other related services for Witzenberg municipality for existing general valuation roll	29-Jan-2021

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:

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
08/2/17/76	Rendering of Legal services for the transfer of municipal rental houses in Witzenberg	29-Jun-2020	06-Aug-2020 Referred back	C Mackenzie
08/2/17/88	Supply and delivery of Electrical Equipment and Cables	05-Oct-2020	03-Dec-2020	D Greeff
08/2/17/99	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, Kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	08-Sep-2020	05-Oct-2020	E Lintnaar
08/2/18/13	Supply and delivery of Tailormade business containers (Re-advertisement)	07-Dec-2020	11-Dec-2020	R Fick
08/2/18/15	Facilitation of Municipal annual medical assessments	15-Oct-2020	14-Dec-2020	I Barnard
08/2/18/20	Construction of a Material Recovery Facility (MRF)	15-Dec-2020	Awaiting	J Jacobs
08/2/18/22	Supply and delivery of disposable bags for refuse removal	25-Nov-2020	Awaiting	J Jacobs

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/18/24	Leasing of the Tolhuis together with the Adjacent building on a portion of Erf 1001, Ceres	15-Dec-2020	Awaiting	L Nieuwenhuis
08/2/18/27	Clearing of alien vegetation in Ceres nature reserve and Prince Alfred Hamlet commonage	06-Nov-2020	11-Nov-2020	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
08/2/18/09	Supply and delivery of fire fighter structural fire boots, firefighter goggles, structural fire helmets and structural fire gloves	25-Aug-2020	1-Sep-2020 6-Oct-2020	A Lamprecht- Vertue
08/2/18/19	Supply and Installation of Rigid mesh security fencing	09-Nov-2020	25-Nov-2020	H Truter
08/2/18/23	Supply, delivery and offloading of lime and calcium hypochlorite	08-Oct-2020	21-Oct-2020 16-Nov-2020	M Frieslaar
08/2/18/26	Supply and delivery of fire, rescue and disaster management uniform	18-Nov-2020	Awaiting	A Lamprecht- Vertue
08/2/18/29	Appointment of a service provider to provide shields for municipal offices	26-Oct-2020	10-Nov-2020	I Barnard
08/2/18/30	Painting of external surfaces at Pine Valley community hall Wolseley	21-Oct-2020	04-Nov-2020	H Truter
08/2/18/33	Supply, delivery and off-loading of lubricants and workshop consumables	08-Dec-2020	Awaiting	O Gatyene
08/2/18/34	Supply and delivery of cement (concrete and mortar)	23-Nov-2020	Awaiting	M Frieslaar
08/2/18/37	Appointment of a service provider for the monitoring, maintenance and armed response services for witzenberg municipality	08-Dec-2020	Awaiting	C Wessels
08/2/18/40	Supply and delivery of Waterpipes PVC class 9 and CI Short collars	17-Dec-2020	Awaiting	N Jacobs
08/2/18/41	Appointment of a service provider for accident damage repairs on the body of a medium size truck	30-Nov-2020	Awaiting	O Gatyene
08/2/18/42	Supply, delivery and offloading of Toilet paper, paper hand wipes and cleaning chemicals	17-Dec-2020	Awaiting	M Frieslaar

3.2.1.3 Adjudication stage

The following competitive bids are currently in the adjudication stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/17/58	Supply and delivery of Electricity metering	26-Feb-2020	11-Nov-2020	-
08/2/18/08	Construction of the Waverenskroon Dam, Inlet Pipeline and Intake Works, Tulbagh	21-Oct-2020	15-Dec-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 Bids awarded

The following bid was awarded by the Bid Adjudication Committee during the month of December 2020:

3.2.1.4 Tenders toegeken

Die volgende tender was toegeken deur die Tender Toekenningskomitee gedurende Desember 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/17/71	14-Dec-2020	Coastal & Environmental Services (Pty) Ltd	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	Bidder scored the highest points	R 409 315.80
08/2/17/83	14-Dec-2020	Cellstop fleet tracking (PTY) Ltd t/a Cellstop	Supply, Installation and Monitoring of Vehicle Tracking System	Bidder scored the highest points	R 957 786.00
08/2/17/100	14-Dec-2020	AL Abbott & Associates (Pty) Ltd	Monitoring of drinking water quality in the Witzenberg area	Only responsive bidder	R 1 595 515.95
08/2/17/101	14-Dec-2020	AL Abbott & Associates (Pty) Ltd	Monitoring, quality control and process advisory services at Watercare plants in the Witzenberg area	Only responsive bidder	R 758 142.00
08/2/17/102	14-Dec-2020	Carboncor Distribution SA (PTY) Ltd	Supply and delivery of all-weather cold mix asphalt bags in Witzenberg municipal area	Bidder scored the highest points	R 1 426 000.00

No competitive bids were awarded by the Accounting Officer during the month of December 2020.

Geen mededingende tenders was toegeken deur die Rekenpligtige Beampte gedurende Desember 2020.

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

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/17/85	03-Dec-2020	Supply, delivery and installation of building signage	Bid validity period has lapsed & Funds are no longer available to cover the total envisaged expenditure
08/2/18/50	21-Dec-2020	Supply of licences for handhelds and meter reading software	No bids received

3.2.1.6 Paragraph 19 (1) l 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 December 2020.

Geen geskrewe prys kwotasies was goedgekeur gedurende Desember 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 December 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 Desember 2020:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/18/11	25-Nov-2020	Perfect Solution Project & Consultancy (PTY) Ltd	Appointment of a service provider for virtual training of municipal officials to conduct a disciplinary hearing	Bidder scored the highest points	R 48 000.00	Director: Corporate 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
08/2/18/03	Hiring of plant and equipment for the Witzenberg municipal area	26-Nov-2020	Juno Corp (PTY) Ltd	Compliance of successful bidder	Appeal is being dealt with by the Accounting Officer	Accounting Officer
08/2/18/03	Hiring of plant and equipment for the Witzenberg municipal area	30-Nov-2020	Atlantic Plant & Transport	Compliance of successful bidder	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 November 2020 which totals R 1 111 123:

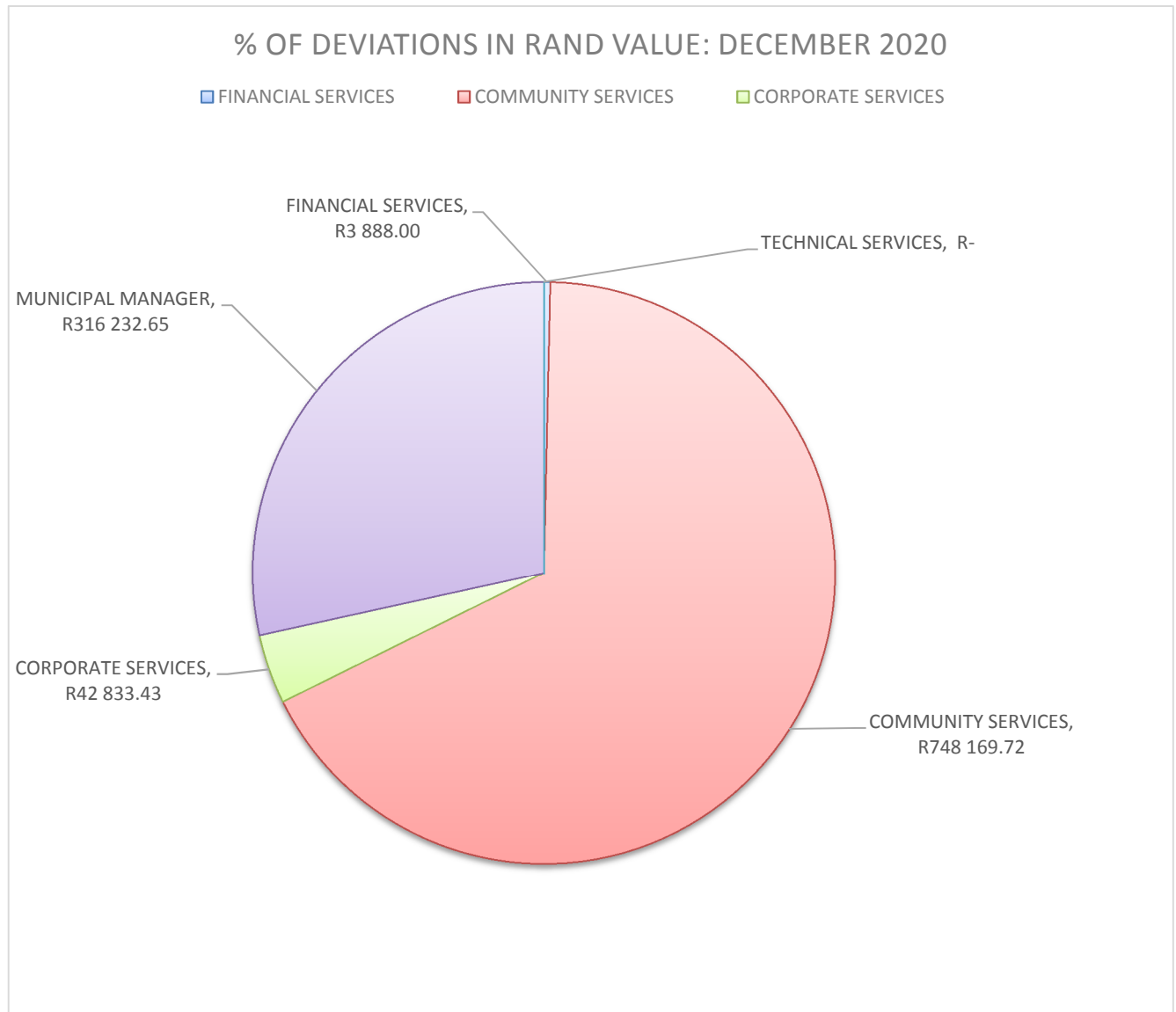
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van November 2020 wat beloop op die totaal van R 1 111 123:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
17-Nov-20	Johan Bezuidenhout Attorneys	Legal Services: Bid 08/2/18/01 Security MSA / Witzenberg Municipality	Emergency	166718	150,000.00
2-Dec-20	Witzenberg Herald	Publish Notice: 2020/21 Adjustment Budget	Single supplier	166944	3,888.00
4-Dec-20	Regan Brown Attorneys	Legal Services: Bridgeman	Impractical	166970	76,232.65
9-Dec-20	Workshop Electronics (PTY) Ltd	Annual Calibration: Roadworthy Equipment	Single supplier	167010	12,645.10
17-Dec-20	Witzenberg Herald	Publish Notice: Mayor's Festive message & Operating hours	Single supplier	167105	16,800.00
17-Dec-20	Wolseley Grondverskuiwing CC	Hiring of Excavator: Digging of graves in Tulbagh	Impractical	167107	5,964.36
17-Dec-20	Witzenberg Herald	Publish notice: Rescheduling of Council meeting	Single supplier	167108	2,112.00
17-Dec-20	O'Neil & Visser Attorneys	Legal Services: Codeta / Witzenberg Municipality	Impractical	167121	90,000.00
17-Dec-20	Gibb (PTY) Ltd	Professional fees: Upgrading of Lyell Street Sportsfield	Impractical	167122	742,205.36
17-Dec-20	Witzenberg Herald	Publish Notice: Waste Removal schedule during festive period	Single supplier	167123	4,560.00
22-Dec-20	WC Communications	Repairs to Telephony System	Emergency	167151	3,801.33
22-Dec-20	SA Post Office	Po Box and Private Bag rental 2021	Single supplier	167163	2,915.00

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
October 2020	R 364 299	R30 718 016.59	1.18%
November 2020	R 2 007 074	R31 932 452.12	6.12%
December 2020	R 1 111 123	R32 592 157.51	3.41%

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 2020	Nov 2020	Dec 2020
Value of inventory at hand	R 9 006 668	R 8 817 200	R 8 807 116
Turnover rate of total value of inventory	1.23	1.18	1.08
Date of latest stores reconciliation	31 December 2020		
Date of last stock count	29 June 2020		
Date of next stock count	03 February 2021		

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 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: _____

Rig asseblief alle korrespondensie aan die Munisipale Bestuurder/ Kindly address all correspondence to the Municipal Manager/ Yonke imbalelwano mayibumyehwe 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.

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN/TO: MUNICIPAL MANAGER

VAN/FROM: MANAGER: PROJECTS & PERFORMANCE

DATE: 09 February 2021

LêER VERW./FILE REF.: 05/01/5/13

PROPOSED REVISIONS TO THE 2020/21 SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN AS PER SECTION 54(1)(C) OF THE MFMA

The Municipal Finance Management Act in terms of Section 54(1)(c) determines that: "On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must – (c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustment budget;"

The Mid-year budget and performance assessment (Section 72 Report) was tabled at the Council meeting held on the 27th of January 2021 as per item 8.1.12.

A thorough assessment of the performance of the municipality in the first half of the financial year was completed with the inputs from senior management and revision to the following non-financial annual service delivery targets and performance indicators are proposed:

Ref nr	Key Performance Indicator	Original Target	Proposed New Target	Motivation
TecDir3 MM2	Percentage expenditure on the capital budget by Technical Department / whole municipality	95%	95% (excluding Tulbagh Dam budget/exp)	The key performance indicators measures the expenditure percentage on capital projects for the technical department and municipality as a whole respectively. All capital projects as included in the approved capital budget at the time of measurement are included in the calculations. It is herewith proposed that the budget of R 16,9m for the construction of the Tulbagh Dam as well as expenditure be excluded from the calculations when the percentage expenditure is reported for the remainder of the year and year-end under these kpi's. Funding is a grant from the Department of Water and Sanitation and R 10m has been paid over. The construction tender was advertised and awarded but with the provision that construction can only start when a Water User License is issued by the Department. An application for the license was submitted approximately four years ago and although the Department has indicated at various instances that the license would be issued, it was not received to-date. The municipality has therefor no control on the implementation of the project and as the project's budget makes up 21% of the total budget, a delay will have a huge impact on our performance results at year end.

Ref nr	Key Performance Indicator	Original Target	Proposed New Target	Motivation
TecDir2	Number of subsidised serviced sites developed.	100	0	The project for the development of 529 Serviced sites at Phase H Vredebes was approved on 29 September 2020. The project was approved in 2 phases with 100 sites for 2020/21 and the remainder for the year after. Sites are however not being constructed one after the other as would be the case when houses is being constructed. Construction follows a layered process with groundworks over the whole area, service networks for water, sanitation, road layers etc. At year end there will therefor not be 100 completed serviced sites but the approved funding would have been spent on installing services for the whole of the project. Progress is therefor also reported on percentage of completion of scope for the total of 529 plots. The target of 529 will therefor be included in 2021/22 SDBIP target when project is planned to be fully completed. An additional departmental indicator will be included measuring expenditure on the relevant budget for serviced sites.
MMIDP9	Number of IDP community engagements held	14	12	The KPI measures the number of community meetings held as part of the IDP process in all of the 7 towns in Witzenberg. Two meetings are held in each town, requesting input from communities during Oct/Nov and again report back meetings on the draft budget Mar/Apr. Community meetings is prohibited under the lockdown regulations. The IDP office had however engagements with ward committees to provide inputs on IDP- and service delivery matters The current definition of the kpi: "Bi-annual community engagements as per IDP Process Plan held in each of the 7 towns", will therefor be adjusted to "engagements with ward committees to obtain inputs on IDP matters and service delivery issues".
FinFAdm11	Financial viability expressed as outstanding service debtors.	42%	60%	This indicator measures the financial viability of the municipality through outstanding service debtors. The result is calculated by dividing the total amount for outstanding debtors with revenue received for services. Thus 73% of revenue was outstanding as at December 2020. The formula includes all outstanding debt. The last general write off of irrecoverable debt was during the 2017/2018 financial year. The ratio is ever increasing as credit control measure are limited in areas where ESKOM supplies electricity.
FinInc15	Increased revenue collection	95%	90%	The indicator measures the percentage rate by which revenue is collected. Credit control measures were not implemented during seven months of the financial year in an effort to ease the effect of the lockdown regulation on households.

For further consideration and approval.

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 17 February 2020

VERW. / REF.: 05/01/1/

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 the 2020/2021 financial year was approved by Council on May 2020.

3. DISCUSSION

Councils approval for the adjustments to the budget as per the attached report are requested

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.

Yours faithfully

HJ Kritzinger
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

Speaker

Aldermen

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 Adjustments Budget for 2020/2021

This adjustments budget seeks to adjust the revenues and expenditures in terms of section 28 of the Municipal Finance Management Act. An adjustments budget is specific in purpose whereby it will adjust revenues and expenditure based upon indicators such as the collection rate, additional funding received from National and Provincial treasury, savings and errors made in the original budget approved.

The spending on capital projects remains a challenge. Only 28% of a R81 million capital budget was spent during the first half of the financial year. Steps will be implemented to speed up service delivery. The main contributing factors to this underspending relates to the Upgrading to Nduli Infrastructure funded by Housing Grant, Material Recovery Facility funded by MIG, the Upgrade of the Van Breda Bridge funded by province and the construction of the Tulbagh Dam funded by RBIG

The collection rate is currently at 89% as at 31 January 2021. The total outstanding debt amounts to R260 million of which R206 million is already over 90 days. Water remains the biggest contributor to the total outstanding debt at an amount of R77 million. Based on current year-to-date figures is estimated that we will have to adjust our target for collection downwards from 94% to 90%.

The municipality enjoys a positive cash position of R147,5 million as at 31 January 2021 of which R73 million is in respect of unspent grants. It is expected that accelerated expenditure during the next 5 months will decrease the cash position of the municipality. 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 main tables of 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.
- (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. This Adjustments Budget is tabled with the specific purposes to adjust revenues and expenditures in terms of section 28 of the Municipal Finance Management Act.

Operational budget

The operational budget has been adjusted to include the recognition and/or de-recognition of any capital grants in respect of projects.

In summary the operating budget has been adjusted as follow:

Line Item adjusted	MFMA Ref	Revenue	Expenditure
Service Charges - Electricity		R 5 000 000	
Service Charges - Sewerage		R 7 000 000	
Service Charges - Refuse		R 1 000 000	
Interest Revenue		(R 9 000 000)	
Rental from fixed assets		(R 1 500 000)	
Transfers & Subsidies		R 653 503	
Transfer & Subsidies-Capital		R 6 200 000	
Bulk Purchases			R 9 600 000
Security Services			R 5 000 000
General Expenses			R 442 561
Catering Services			(R 713 141)
Repairs and Maintenance			(R 200 000)
Legal Services			R 500 000
Employee related cost			R 5 100 000
Post-Employment cost			(R5 100 00)
Total Operating Adjustments			

***Legends: Amounts between brackets () indicates a downward adjustment whereas amount without brackets indicates an upward adjustment.

In terms of revenue adjustments, the most notable adjustments can be summarised as follow:

Based on current projections it is expected that the number of indigents will not exceeded 4500 households. The current total as per the latest monthly report amount to 2425. Management is in the process of implementing a relief package for those households just outside the indigent threshold. It is envisaged that 50% of will be offered as a rebate. The original estimate thus of 6000 households as per Original Budget estimate will not be achieved and management thus foresees that the service charges will increase due to the lower number of indigents. The effect of the lower number of indigents on service charges can be summarised as follow:

Increase in electricity charges	R 1 000 000
Increase in sanitation charges	R 2 000 000
Increase in refuse charges	R 1 000 000
Total Increase	R 4 000 000

In addition to the above and based on current year-to-date figures, management also expects Electricity revenue and Sanitation Charges to increase and the following upward adjustments are proposed:

Increase in electricity charges	R 4 000 000
Increase in sanitation charges	R 5 000 000
Total Increase	R 9 000 000

Due to council's decision not to implement credit control as a form of relief assistance provided to the community during the Covid-19 pandemic and due to the lower interest rates resulting in lower interest earned on the bank account, it is envisaged that interest income of R9 million will no longer be realised.

In terms of Rental from Fixed Assets, it is envisaged that due to the Covid-19 regulations rental income from Community Halls, Sport fields and Pine Forest Resort will be negatively impacted. The following downward adjustments due to Covid-19 are proposed:

Community Halls	(R 280 000)
Sport Fields	(R 112 000)
Pine Forest Resort	(R 108 000)
Subtotal Adjustment	(R 500 000)

A further downward adjustment to rental income are also proposed to align it to previous year results. These adjustments are as follow:

Housing Rentals	(R 500 000)
Property Rentals	(R 500 000)
Subtotal Adjustment	(R 1 000 000)

Additional funding has been received and it is proposed that Transfers and subsidies be adjusted upwards as follow:

Additional DEDAT funding for Skoonvlei Hub project	R 315 678
Additional BELGUIM grant funding for operational projects	R 337 800

A R6,2m adjustment to Transfers & Subsidies-Capital is proposed to align the capital revenue recognised to the projected capital expenditure progress on the Vredebes Housing Project:

In terms of operational expenditure adjustments, the most notable adjustments can be summarised as follow:

Based on current projections it is expected that bulk purchases will increase. It is proposed that this item be adjusted upwards by R9,6 million

Based on current projections it is expected that security services will increase. It is proposed that this item be adjusted upwards by R5 million

An estimated savings of R 713 141 in terms of Catering Services will be utilised to fund the increase expenditure in bulk purchases and security services.

In terms of General expenditure, the following adjustments are proposed

An additional request from Disaster Management of R104 761 for uniform, cell phone and materials is proposed. This expenditure will be funded from savings on overtime expenditure.

Additional funding of R337 800 have been received from Belgium and it is proposed that these funds be committed towards the Typical Work Streams EPWP Project.

In terms of the reduction in Repairs & Maintenance expenditure, it is proposed that a saving of R200 000 on the Water Operating Budget be moved to the capital budget for the acquisition of Water & Sewerage Monitoring Equipment

It is estimated that legal services may increase by an estimated R500 000. Although the outcomes of cases are unknown and difficult to determine, management is of the opinion that it would be prudent to ensure that sufficient funds are available to pay legal cost that may become due and payable within the next few months.

Internal adjustment in the line item for Employee related cost are required to align the sub-items within employee related cost. The proposed internal adjustments are as follow:

Sub-item – Employee Related Cost	Adjustment
Travel or Motor Vehicle	R 1 500 000
Bargaining Council	R 1 100 000
Current Service Cost	(R 8 100 000)
Leave Pay	R 4 000 000
Long Term Service Awards	R 3 000 000
Acting and Post Related Allowances	(R 1 500 000)
Total effect on Employee Related Cost	R0,00

The total adjustments in terms of revenue and expenditure items are summarised in supporting table B4-Financial Performance

Capital budget

In terms of capital expenditure adjustments, the most notable adjustment can be summarised as follow

Item Description	Adjustment	Comment
Capex Skoonvlei Economic Hub	R 315 678	Additional allocation received from DEDAT
Plant & Equipment - Water	R 100 000	Purchasing of Monitoring Equipment
Plant & Equipment - Sewerage	R 100 000	Purchasing of Monitoring Equipment

In terms of MIG funded capital projects, the following internal adjustments are required to align projected expenditure to approved MIG programmes:

Item Description	Adjustment
Vredebes Ph1 Streetlights	(R 68 021)
Ceres upgrade Of Leyell Str Sport Facilities	(R 263 548)
New Material Recovery Facility/Drop Off	R 685 957
Vredebes Phase H Bulk storm water & attenuation	R 350 000
Vredebes Phase H Bulk sewerage pipeline	(R 4 388)
Total effect on MIG projects	R0,00

In terms of Housing funded capital projects, the following adjustments are proposed to align the budget to projected progress as at 30 June 2021:

Item Description	Adjustment
Vredebes Phase H Internal Roads	R 1 550 000
Vredebes Phase H Internal Water	R 1 550 000
Vredebes Phase H Internal Storm Water	R 1 550 000
Vredebes Phase H Internal Sewerage	R 1 550 000
Total effect on Housing Funded Projects	R 6 200 000

3.2. Effect of the adjustments budget

3.2.1 *Service delivery and budget implementation plan*

Except for the adjustment of the monthly revenue and expenditure targets the impact to the SDBIP is minimal. Some targets in terms of the SDBIP have been adjusted based upon the performance to date.

3.2.2 *Service delivery agreements*

Tenders already approved will be able to be completed by the approval of the adjustments budget.

3.2.3 *Medium term revenue and expenditure framework*

Except for the depreciation charges of the additional capital expenditure the impact to the outer years is minimal. Revenue & Expenditure estimates for the outer years will be adjusted and finalised by 31 March 2021

PART 2 – SUPPORTING DOCUMENTATION

Section 5 – Adjustments to budget assumptions

Revenue

There are no changes to the budget assumptions for operating revenue.

The collection rate is currently at 88%, it estimated that the annual target for collection be adjusted downwards from 94% to 90%

Expenditure

There are no changes to the budget assumptions for operating expenditure

General expenses is expected to remain within estimates and contracted services is expected to remain within committed values as per approved tenders

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 budget is funded by realistic anticipated revenue. Due to a lower estimated annual collection rate it is expected that more expenditure will be funded from accumulated surpluses which will decrease the available cash balance

6.1.2 *Financial plans*

No amendments. Budget Policies remains unadjusted as original approval of the annual budget

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. Increases in expenditure line items for security services and bulk purchases and the observed lower collection rate of 90% will decrease the bank balance.

6.1.4 *Expenditure funded in accordance with MFMA section 18*

Decreases in revenue to be realised in terms of Rental of Fixed Assets, Interest Income and the lower collection rate will result in more expenditure being funded from cash-backed accumulated funds from previous years' surpluses not committed for other purposes

6.1.5 *Adjustments to the monetary investments*

No major adjustments. The municipality is investing funds as and when required to do so in terms of the Municipal Finance Management Act. The Covid-pandemic has resulted in lower interest rates and to a

certain extent investment uncertainty. For these reasons the municipality has opted to keep the cash in the back account and realise the interest on the bank account.

6.1.6 Adjustments to contributions and donations in cash or in-kind

None

6.1.7 Adjustments related to proceeds from the sale of assets

None

6.1.8 Adjustments related to proceeds from the lease of assets, where the period of the lease is three years or more;

None

6.1.9 Adjustments related to the planned use of previous years' cash backed accumulated surplus

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. Small adjustments were made to SB7 in order to align it to the DORA allocations

Section 8 – Adjustments to allocations or grants made by the municipality

Based on year-to-date results, indigent rebates have been adjusted downwards
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

The annual target in terms of the collection rate has been adjusted downwards from 94% to 92%

10.3 Monthly targets for revenue, expenditure and cash flow

See table B4-Financial Performance for revenue and expenditure adjustments

It is expected that due to lower collection rates, revenue not being realised and increase in major expenditure items, the bank balance could decrease by an estimated amount of R54 million.

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 _____

MEMORANDUM

To: Director: Technical Services
Technical Committee
From: Senior Manager: Electro-technical Services
Date: 2019/09/11
Ref: Policies

APPROVAL OF METHODOLOGY, ALLOWABLE LIMIT AND MOTIVATION OF REFIT TARIFF- SMALL SCALE EMBEDDED GENERATION [SSEG] POLICY

Purpose

To obtain approval from Council to adopt a more relevant determination methodology, the percentage allowable renewable energy to be installed in each town by Council, as well as the motivation of a REFIT tariff in the new financial year.

Background

Council approved the “*Approval of Energy Plan (Small Scale Embedded Generation)*” (16/3/P – 31 October 2018) as a measure to control the numerous applications at the time. This policy has proven its worth as far as potential applicants are concerned with regard to requirements and procedures.

There are however two issues that will have to be addressed, namely the implementation of a REFIT tariff (Renewable Energy Feed in Tariff) and method to determine the maximum allowable Renewable Energy that can be installed in each town.

The current status is that Council does not have a REFIT tariff and the current limit is 15% of the NMD of each town, measured in kVA.

Discussion

Starting with the methodology of determining the **allowable limit**.

Although a percentage of the NMD was an initial measurement, the fact is that NMD is measured in kVA and Solar Panels are measured in kWp, this has proven somewhat impractical. The more appropriate method would be to use a kWh generated/annum limit as compared to Councils total kWh purchases from Eskom per annum.

Ceres is geographically placed such that with the available Solar Radiation energy, a 1kWp solar panel can generate in the order of 1680kWh of energy per year, under actual circumstances.

Considering that the current 15% (kVA based) Ceres limit has been reached, which is currently 5 600 kWp, this equates to $5\,600\text{ kWp} \times 1\,680\text{ kWh/kWp} = 9\,408\,000\text{ kWh}$ that can be generated by the installed panels under in a year.

During the 18/19 financial year, a total of 162 968 602 kWh was purchased from Eskom. The ratio of Eskom purchased to installed panels generated (above) is 9 408 000 kWh / 162 968 602 kWh which is 5,77%.

Thus the old impractical kVA based 15% method is in reality equivalent to 5,77% kWh based methodology which is far more appropriate.

The Western Cape Provincial Gazette (6792 of 20 September 2010) – White Paper on Sustainable Energy for the WC Province – sets a provincial target for energy efficiency improvement of 15% by 2014. This is where the original interim 15% limit was obtained, albeit being inaccurately applied to the kVA instead of the kWh.

At this point it should be mentioned that no other Councils with SSEG policies have a limitation.

It is therefore proposed that Council resolve to accept the change of model from the kVA to the kWh based methodology and further, going forward, that the Municipal Manager, in collaboration with the Director Technical Services and Chief Financial Officer, be mandated to adjust on this percentage as the situation dictates.

Below is Ceres approved applications in the new and old format, as an example

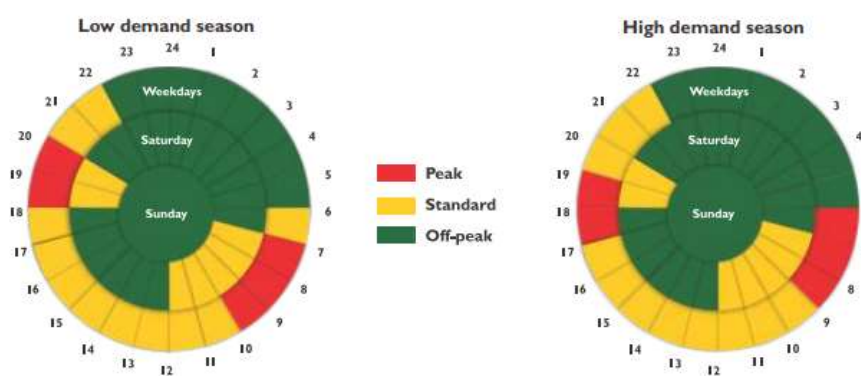
INSTALLED SSEG - WITZENBERG CERES					
Date	Town	Applicant Name	SSEG kW installed	kWh generated/annum	Installer details
18 - 2 - 2016	Ceres	OAST Farming (Loxtonia)	100	168 000	van Wyk Elektries, Malmesbury
02 - 11 - 2017	Ceres	De Keur	70	117 600	African Technical Innovations, Ceres
2-12-2017	Ceres	Bloubos Gat - Nico Bester	25	42 000	African Technical Innovations, Ceres
27 - 1 - 2017	Ceres	CFP	100	168 000	African Technical Innovations, Ceres
3 - 2 - 2016	Ceres	CCS	400	672 000	African Technical Innovations, Ceres
20 - 4 - 2018	Ceres	Boland Stud - Eugene Freeman	25	42 000	African Technical Innovations, Ceres
25 - 7 - 2017	Ceres	Netcare	50	84 000	Energyneering, Midrand
Oct-13	Ceres	CFG	986	1 656 480	African Technical Innovations, Ceres
Jan-13	Ceres	CCS	508	853 440	African Technical Innovations, Ceres
Des 2012	Ceres	Kobus Engelbrecht	10	16 800	African Technical Innovations, Ceres
Mrt 2013	Ceres	Francis Matthee	5	8 400	African Technical Innovations, Ceres
Aug-15	Ceres	Anton reinecke	3	5 040	African Technical Innovations, Ceres
Sep-12	Ceres	Pieter du Doit	17	28 829	African Technical Innovations, Ceres
Mar-18	Ceres	Elrio	179	300 720	Emergy
Sep-12	Ezelfontein	Steven Versveld	17	28 560	African Technical Innovations, Ceres
20-Sep-18	Ceres	De Keur	75	126 000	African Technical Innovations, Ceres
05-Dec-18	Ceres	De Keur Sentrum (PnP)	280	470 400	RenEnergy
Jun-17	Ceres	Bella Frutta	200	336 000	African Technical Innovations, Ceres
20 - 12 - 2018	Ceres	CFP	500	840 000	RenEnergy
Jan-19	Ceres	CFG	1 500	2 520 000	Unknown
May-19	Ceres	du Toit vrugte	550	924 000	Energy partners
		TOTAL kW installed	5 600	9 408 269	TOTAL kWh generated
		Ceres NMD	36 500	162 968 602	Annual Eskom kWh purchases
		% kW installed vs KVA	15%	5.77%	% kWh capacity installed vs Eskom purchases

The case for implementing a **REFIT tariff** (Renewable Energy Feed-In Tariff)

Although the initial reaction is 'why should we compensate a consumer for feeding into the network', once we look at the numbers, it actually makes sense.

Currently we are paying Eskom the following for a kWh: -

Peak R 1,34 (Low Season) R 4,11 (June – August High Season) [Outside realistic solar generation times]
Standard R 0,92 (Low Season) R 1,24 (June – August High Season)
Off-Peak R 0,58 (Low Season) R 0,67 (June – August High Season) [Outside realistic solar generation times]



It makes sense to buy kWh energy from the cheapest supplier. If Witzenberg had a REFIT tariff of say R 0,68, then for every unit 'bought' from a consumer, rather than Eskom is a 'saving' of R 0,92 – R 0,68 = R 0,24 per unit, worst case scenario. Bearing in mind that Eskom's peak season of June – August actually corresponds to our Witzenberg low season, it is reasonable to assume that this is the period during which consumers with solar panels will most likely have most excess energy available to feedback into the network. Here the 'profit' per unit for Witzenberg is an even more lucrative R 1,24 – R 0,68 = R 0,56 per unit.

Should Witzenberg not implement a REFIT tariff there is no motivation for consumers to actually feed back into the network. The reality is, that the simple flipping of a switch on the consumer's inverter determines whether or not energy is allowed to feed-back (blocking). Informally some consumers are already blocking feedback on principle because they are not being compensated.

Another very important issue to consider when it comes to the escalating costs of electricity for consumers, is that they may 'Grid Defect'. Grid defection is when a consumer goes off grid *totally* and no longer requires an electrical connection from Council, thereby depriving Council of all electricity income whatsoever. This will require the installation of 'storage capacity' such as batteries. This is a situation that Council needs to avoid at all costs.

It is therefore important that the Municipality determines a REFIT (Renewable Energy Feed-In-Tariff) tariff that is suitable to achieve the abovementioned balance. This should be included as a requirement in the Municipality Electricity Tariff Study once commissioned by the CFO. Tariffs can be determined only once a year. It is highly recommended that Witzenberg determine, and apply for a REFIT tariff in the 20/21 financial year.

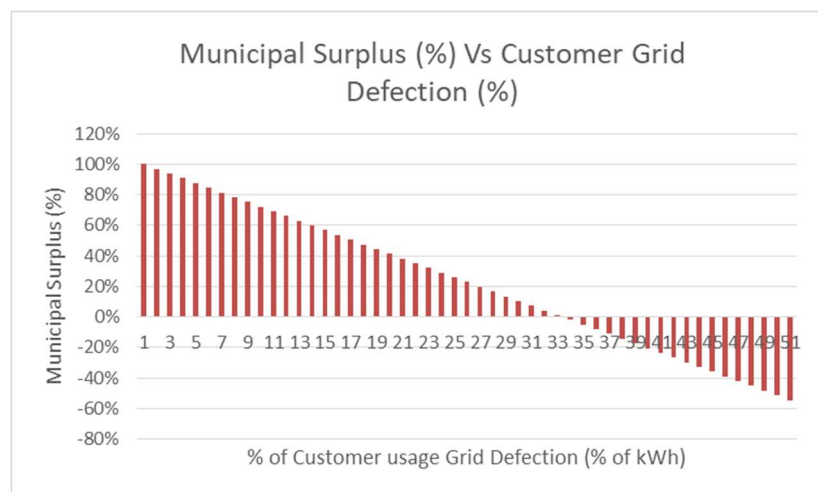
Below is an extract from a previous report to Council that deals with the effects of Grid Defection versus the implementation of a REFIT, as well as the scenario of Witzenberg installing it's own Solar Generation plants.

The under mentioned scenarios were simulated to represent possible cause vs effect outcomes.

Annexure: SSEG Simulation Summary

Variable Description	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Eskom Purchases (fixed period) kWh	164659378.7	164659378.7	164659378.7	164659378.7
% Energy from SSEG	0	20% of GD	20% of GD	20% of GD
% Energy Generated	0	0	0	20% of GD
% Energy Grid defect (GD)	Growing %	Growing %	Growing %	Growing %
Witzenberg Losses	0.1	0.1	0.1	0.1
Eskom Purchase Tariff average	0.98	0.98	0.98	0.98
SSEG REFIT (Cape Town - R0.68)	0	0	0.68	0.68
Payment for Own Generation	0	0	0	0.62
Municipal Sell Tariff (Conservative)	1.15	1.15	1.15	1.15

Scenario 1: Grid defection, no feedback



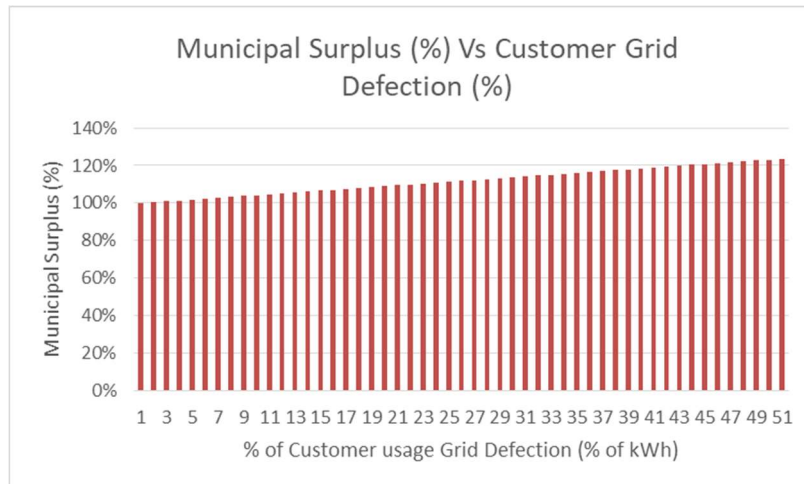
The graph indicates that the municipal surplus will reduce at an alarming rate as Grid Defection increases.

Grid defection will increase as the electricity tariffs increase.

The Municipality cannot stop this without managing the situation.

This is what would will 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.

Scenario 2: Grid defection and receiving free energy from SSEG – REFIT not in place



Should the Municipality allow the connection of the SSEG plants to the Municipal grid, some electricity may be fed back into the grid?

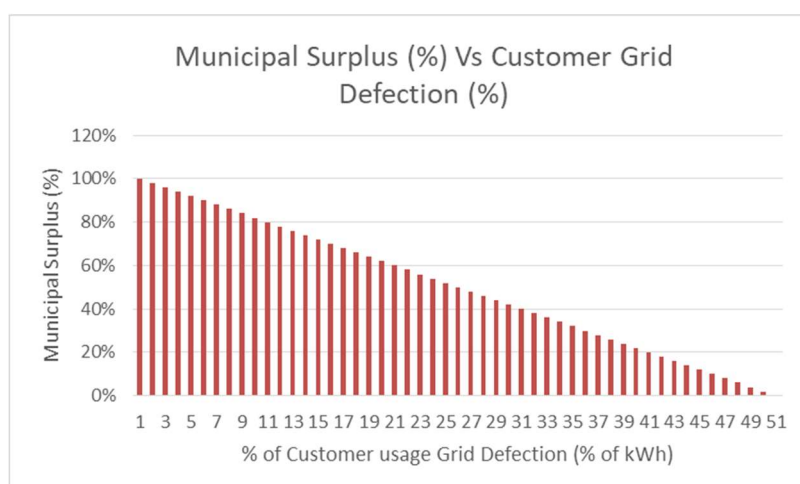
The graph indicates the result thereof, should we not pay for this electricity due to the REFIT tariff not be in place.

Here consumers are allowed to be grid-tied (no batteries) and that they

feed any excess energy, without compensation, back into the grid. This scenario, based on 20% of the consumers' grid defecting, indicated that over a 50 year period the Municipalities surplus will actually grow by 20%. Although this seems ideal, consumers will in reality not be willing to put surplus energy back into the grid just so that the Municipality can sell this 'free' energy at a profit to other consumers. Consumers will in all likelihood opt to simply switch their inverters to prevent any grid feedback until such time that they receive some sort of compensation for their excess energy.

This scenario, although ideal for the Municipality is therefore highly unlikely in reality. Some consumers are however feeding back into the grid on the premise that a REFIT is imminent.

Scenario 3: Grid defection and buying energy from SSEG – REFIT in place



Should the REFIT tariff be implemented, the Munic will again loose surplus funds as grid defection increases.

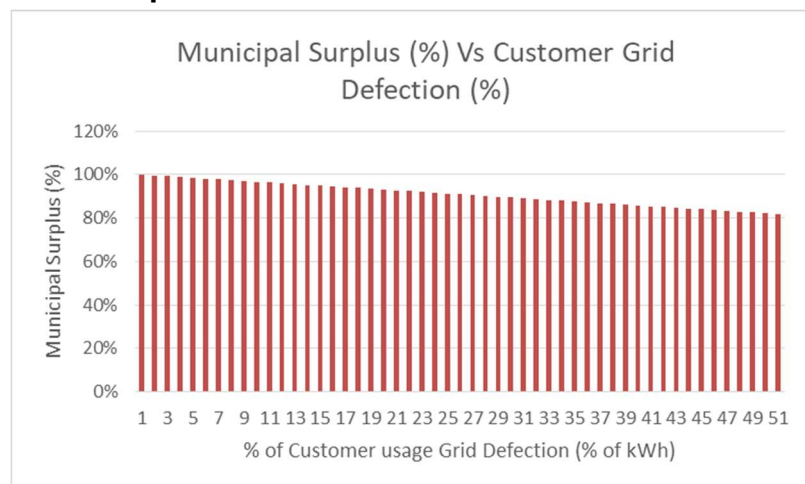
Not paying SSEG plants a REFIT tariff, the electricity to the Municipal grid can be blocked.

The REFIT tariff reduces the rate of effective grid defection.

This is the same scenario as in 2 above, but with the difference of an assumed REFIT tariff of 68c (Based on Cape Town) per unit compensation for every unit the consumers' feeds back into the grid. Also based on 50% grid defection, the Municipality will approach revenue neutrality.

This scenario is in line with the route most progressive municipalities have taken and is regarded as the recommended route, except that it is advised that a limitation of for each towns be put in place when approving the total amount of SSEG in each town.

Scenario 4: Grid defection and buying energy from SSEG and self-generation – REFIT in place



In order to manage to grid defection, the Municipality need to reduce the electricity tariffs in order to make the feasibility of grid defection less viable.

The only way to do this is to reduce our electricity demand and consumption from Eskom.

Possible additional solutions are:

- Installation of our own generation capacity;
- Optimising customer's power factor;
- Optimising the Municipal power factor at the main substations;
- Reduce losses;
- Replace old ineffective equipment with more efficient equipment.

This is a scenario based on the assumption that the Municipality installs its own Renewable Energy plant to the equivalent of that of private SSEG plants. Here we will be able to generate power at a cheaper rate than Eskom for selling onto our consumers. If we can keep the price of electricity down, it would make it less cost effective for consumers to invest in their own SSEG systems. The model shows that even 50% grid defection the Municipality will still be showing a healthy surplus.

Below is the Council resolution “*Approval of Energy Plan (Small Scale Embedded Generation)*” (16/3/P – 31 October 2018)

UNANIMOUSLY RESOLVED

- (a) *that Council takes notice of the co-authored inputs and documentation of the Association of Municipal Electrical Undertakings, Western Cape Provincial Government, Cape Town and Green Cape as the nationally accepted standardised policy related to the implementation of Renewable Energy (Small Scale Embedded Generation) within municipalities.*
- (b) *that Council adopts the NRS 097-2-1 (2010) and NRS 097-2-3 (2014) Grid Interconnection of Embedded Generation, Section 1 – Utility Interface, Section 2 – Simplified utility connection criteria for low-voltage connected generators as the basis of its Energy Plan and Small Scale Embedded Generation Policy.*

- (c) *that the supporting documents, including the undermentioned, are accepted as official documentation related to the application processes related to any consumer intending to install Renewable Energy:*
 - (i) *Requirements for Embedded Generation*
 - (ii) *Contract for Embedded Generation*
 - (iii) *Application Form*
 - (iv) *Commissioning Form*
 - (v) *Decommissioning Form*
- (d) *that any amendments to the relevant NRS standards automatically be included in the Council's Energy Policy.*
- (e) *that any amendment to the Electrical Bylaws as well as the implementation of a REFIT (Renewable Energy Feed-in Tariff) will automatically form part of Council's Energy Policy as and when approved by Council.*
- (f) *that the Administration will table a report to Council on a suitable REFIT (Renewable Energy Feed-in Tariff) for further discussion.*
- (g) *that Council reserves the right to refuse or limit the installation of Small Scale Embedded Generation plants if it is determined that they are having an onerous effect on the Quality of Supply of the Electrical Network of the municipality.*
- (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.*
- (i) *that any Large Power Users applying for permission to install Small Scale Embedded Generation plants must supply proof of their facility having an average power factor of 0,85 or better before any application will be considered.*
- (j) *that all existing Small Scale Embedded Generation installations commissioned prior to the approval of this Energy Policy will be required to comply with the policy as amended from time to time, whilst the municipality reserves the right to install suitable bi-directional four quadrant meters to monitor that connection.*
- (k) *that any meters currently installed and allowed in writing by the municipality to run in reverse, will be expected to comply with these requirements once the REFIT tariff is implemented.*
- (l) *that for future applicants successfully requesting permission to install Small Scale Embedded Generation plants, the costs of installing the required bi-directional four quadrant meters are for the applicants' costs.*
- (m) *that conventional or pre-payment meters are not allowed to run backwards.*

As stated, the current policy and documentation remains relevant. But as the report addressed to methodology and REFIT tariff, the undermentioned changes to the recommendations are proposed.

~~Means remove~~

Means add

PROPOSED RESOLUTIONS

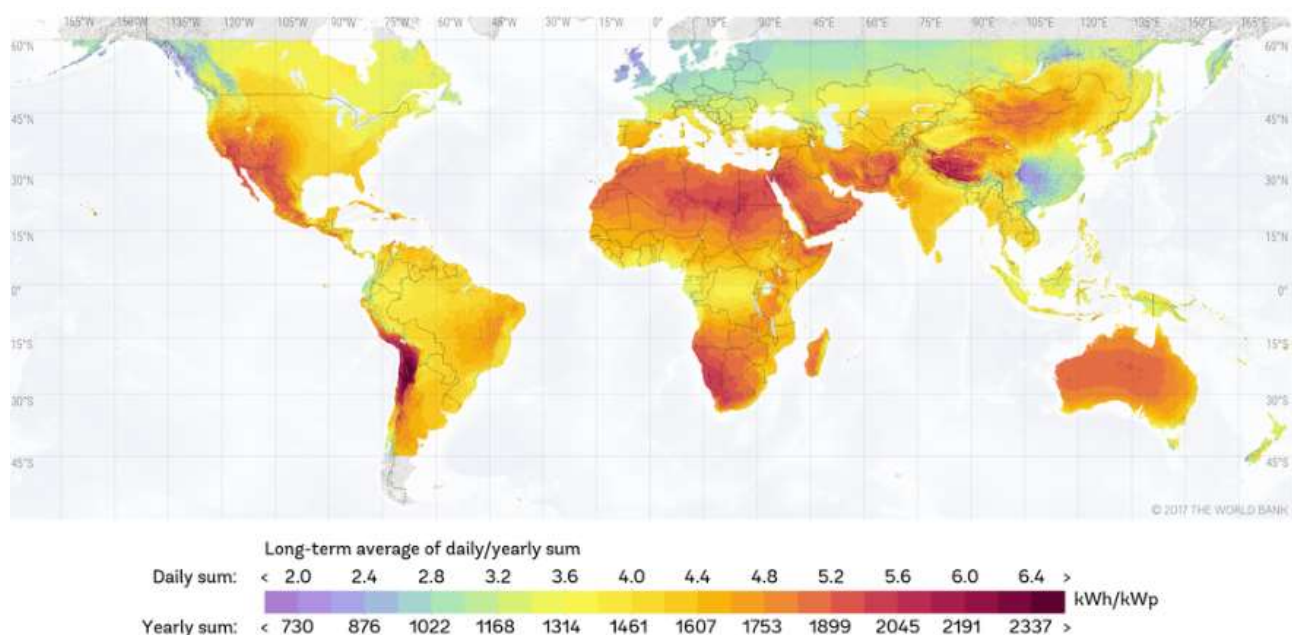
- (a) That Council rescind the previous decision "Approval of Energy Plan (Small Scale Embedded Generation (16/3/P – 31 October 2018)
- (b) that Council takes notice of the co-authored inputs and documentation of the Association of Municipal Electrical Undertakings, Western Cape Provincial Government, Cape Town and Green Cape as the nationally accepted standardised policy related to the implementation of Renewable Energy (Small Scale Embedded Generation) within municipalities.
- (c) that Council adopts the NRS 097-2-1 (2010) and NRS 097-2-3 (2014) Grid Interconnection of Embedded Generation, Section 1 – Utility Interface, Section 2 – Simplified utility connection criteria for low-voltage connected generators as the basis of its Energy Plan and Small Scale Embedded Generation Policy.
- (d) that the supporting documents, including the undermentioned, are accepted as official documentation related to the application processes related to any consumer intending to install Renewable Energy:
- (i) Requirements for Embedded Generation
 - (ii) Contract for Embedded Generation
 - (iii) Application Form
 - (iv) Commissioning Form
 - (v) Decommissioning Form
- (e) that any amendments to the relevant NRS standards automatically be included in the Council's Energy Policy.
- (f) that any amendment to the Electrical Bylaws as well as the implementation of a REFIT (Renewable Energy Feed-in Tariff) will automatically form part of Council's Energy Policy as and when approved by Council.
- (g) that the Administration will table a report to Council on a suitable REFIT (Renewable Energy Feed-in Tariff) for further discussion. That the Municipality include the following REFIT tariff for approval from NERSA in the 2019/2020 NERSA tariff application. This tariff will be additional and mandatory for customers with approved SSEG installations: -
- | | |
|---|---------------------|
| <u>REFIT tariff</u> | <u>R 0,55</u> |
| <u>Additional REFIT surcharge - Domestic</u> | <u>R 50,00</u> |
| <u>Additional REFIT surcharge - Commercial</u> | <u>Basic x 0,05</u> |
| <u>Additional REFIT surcharge - Agriculture</u> | <u>Basic x 0,05</u> |
| <u>REFIT meter reading charge</u> | <u>R 55,00</u> |
- (h) that Council reserves the right to refuse or limit the installation of Small Scale Embedded Generation plants if it is determined that they are having an onerous effect on the Quality of Supply of the Electrical Network of the municipality.
- (i) that once the total sum of approved Renewable Energy applications reaches 10 % of the municipality's total ESKOM purchased kWh for the preceding financial year ~~approved-notified maximum demand~~ for each town, no further applications will be considered.
- (j) that any Large Power Users applying for permission to install Small Scale Embedded Generation plants must supply proof of their facility having an average power factor of 0,85 or better before any application will be considered.

- (k) *that all existing Small Scale Embedded Generation installations commissioned prior to the approval of this Energy Policy will be required to comply with the policy as amended from time to time, whilst the municipality reserves the right to install suitable bi-directional four quadrant meters to monitor that connection.*
- (l) *that any meters currently installed and allowed in writing by the municipality to run in reverse, will be expected to comply with these requirements once the REFIT tariff is implemented.*
- (m) *that for future applicants successfully requesting permission to install Small Scale Embedded Generation plants, the costs of installing the required bi-directional four quadrant meters are for the applicants' costs.*
- (n) *that conventional or pre-payment meters are not allowed to run backwards.*
- (o) *for continued participation in the SSEG program customers must always be NET consumers.*
- (p) *that permission to install Small Scale Embedded Generation will automatically lapse after 12 months from date of approval, if the installation process has not been started, unless an arrangement, in writing, has been agreed with the Municipality.*

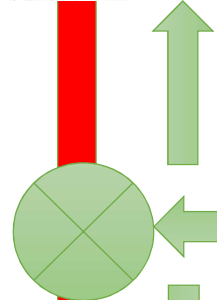
FINANCIAL COMMENTS BY ACTING CFO

Kind Regards

Pierre van den Heever
Senior Manager Electro-technical Services



Transformer / Municipal Grid



**Dedicated
SSEG meter
D-SSEG**



**Municipal
Tariff meter**

D - SSEG Model



Special / dedicated Inverters



Special / dedicated PV Panels



Private Inverters



Private SSEG PV Panels



Consumer Load



MEMORANDUM

AAN / TO: Director Technical Services
Municipal Manager

VAN / FROM: Senior Manager Electro-technical Services

DATUM / DATE: 8 September 2020

VERW. / REF.: 16/3/09

CONSUMERS USE OF GENERATORS TO PREVENT PEAKING IN NOTIFIED MAXIMUM DEMAND PERIODS DURING PEAK SEASON

Purpose

To submit to Council a proposal by a Large Power User to allow a new development at Schoonvlei with a proposal that due to Eskom's current power constraints, with the added suggestion of using generators to prevent additional peaking loads during the peak season. To receive 'in principal' approval of the concept from Council, subject to in depth investigations by both the consumer and Electrical Department should the consumer decide to pursue the option.

Background

A communique from Ceres Cold Storage regarding the possibility of a new development at Schoonvlei requiring a 4000KVA electrical connection was received. Knowing that the Eskom backbone network will be constrained until such time that the Romansrivier line is upgraded, a proposal has been mooted whereby, during the peak consumption months that the consumer be allowed the use of generators at critical times to prevent the addition of the 4000KVA to Witzenberg's registered NMD, thereby preventing an additional penalty related to that exceedence.

Discussion

Currently the Witzenberg 'Peak Season' extends from 1 February to 30 April of every year as can be seen below.

38 275.58KVA on 1 April 2020	@ 19h30
36 332.23KVA on 19 March 2019	@ 19h30
33 437.13KVA on 21 Feb 2018	@ 17h00
36 944.46KVA on 22 March 2017	@ 19h30

The proposal is that they will essentially install and run generators with a capacity equal to their total additional load (4000KVA in this case) during the times when it is possible that this additional load will be at risk of increasing the Municipalities NMD by this amount. This means that for a period of three months, their generators will have to run at all possible peak periods.

Technically this is possible as long as the following main criteria are observed: -

- The generator installation must satisfy the Municipal requirements as far as synchronising with the Municipal network is concerned.
- The generator must be set on reliable timers, to Municipal requirements, that ensure the generators start and run for the full time period as decided and required by the Municipality, and further that a detailed record of the run times and additional capacity generated are kept by the consumer and shared with the Municipality.
- That should the generators fail to achieve the reduction as proposed by the consumer, that the consumer will be held accountable for the full penalty and consequences of the Eskom penalty as a result of the consumers' exceedence.
- That the Municipality, in conjunction with the consumer, closely monitor the plant performance versus the Municipalities electrical consumption to ensure proper 'peak clipping' as proposed by the consumer.

This report seeks to obtain 'in principle' approval from Council so that the consumer can proceed with the further detailed investigation into the viability of this proposal.

Resolution

1. That Ceres Cold Storage be informed that The Municipality in principle agrees to their proposed concept of installing generators to prevent the addition of any demand to the Municipality's peak Maximum Demand during peak seasons.
2. That should CCS decide to pursue the above option, that they at own cost conduct and make available to Council, a detailed study by a reputable Consultant, aimed at proving the concept will work.
3. That the Municipality provide all relevant information to CCS relevant to the above mentioned study and that the study be submitted to Council for final consideration, if required.

Kind Regards



P van den Heever
Senior Manager Electro-Technical Services

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN/TO: Municipal Manager
VAN/FROM: Director: Technical Services
DATUM/DATE: 3 February 2021
VERW/REF: 15/04/P

Standard conditions for Land use Planning & Building Development, Civil and Electrical Engineering services

1. Purpose

To amend the Standard conditions for Land use Planning & Building Development, Civil and Electrical Engineering services.

2. Background

Council approved the policy for Standard conditions for Land use Planning & Building Development, Civil and Electrical Engineering services as follows:

RESOLVED

- (a) *that the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 1 of 30 March 2018, be adopted as a policy document by Council.*
- (b) *that the Municipal Manager be informed of all large development applications.*
- (c) *that the Draft Policy in respect of the Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services be workshopped by Council.*

3. Discussion

- The Town Planning Section receives numerous applications for rezoning and subdivision, which are submitted by unqualified persons and which are of poor quality.
- This amendment will ensure that applications for rezoning and subdivision is of good quality and will comply with professional standards and will cut out unnecessary delays with application and approval process.
- The proposed amendments are as follows:

2.1.12 ***Application only by qualified professional***

Applications for rezoning and subdivision shall be submitted only by a Built Environment Professional, together with all information and plans the municipality may deem necessary to inform the decision.

“built environment professional” for purposes of this policy means any of the following professions –

- (a) *Town Planning 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) *Architectural profession*

Recommendation

- (a) *that the amended Standard Conditions for Land Use Planning and Building Development, Civil and Electrical Engineering Services, Version 2 of 28 January 2021, be approved*

J F BARNARD
DIRECTOR: TECHNICAL SERVICES

STANDARD CONDITIONS FOR LAND USE PLANNING & BUILDING DEVELOPMENT, CIVIL AND ELECTRICAL ENGINEERING SERVICES

Revisions:	Current Revision	Current Date:
Revision on Part A Town planning, Application only by qualified professional (Paragraph 2.1.12)	01	28 January 2021

Version 02

28 January 2021

PHYSICAL ADDRESS:

Witzenberg Municipality

Technical Department

53 Lyell Street

CERES 6835

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1. INTRODUCTION

1.1 Document version control

This Document:	Current Revision	Current Date:
Standard conditions for Land use Planning & Building Development, Civil and Electrical Engineering services	01	30 March 2018

1.2 Purpose of these guidelines

This document has been prepared to lay down standard conditions for Township Developments within Witzenberg Municipal area.

These Standard Conditions should be read in conjunction with any Project Specific Conditions pertaining to the proposed development.

1.3. Definitions

- 1.3.1 "Council" shall mean Witzenberg Municipality.
- 1.3.2 "Development" shall mean any man-made change to property, including but not limited to construction or upgrading of buildings or other structures, filling, paving, municipal services etc., or the associated preparation of land.
- 1.3.3 "Developer" shall mean the owner of the property on which the development takes place or his authorised representative.
- 3.3.4 "Director: Technical Services" shall mean the Director: Technical Services or his authorised representative.
- 1.3.5 "Registered engineering professional" shall mean an Engineering Professional registered with the Engineering Council of South Africa in terms of the Engineering Professionals Act 46 of 2000, with competence in the relevant field.
- 1.3.6 "Traffic Impact Assessment (TIA)" is the assessment of the impact of a proposed change in land use on the transportation system.
- 1.3.7 "Site Development Plan (SDP)" is a plan that the Municipality requires of a land owner intending to erect or alter any building or structure on a site.
- 1.3.8 "Site Traffic Assessment (STA)" is the assessment of accesses, the site circulation system and transportation facilities proposed in a Site Development Plan or during Township Establishment.
- 1.3.9 "Township Establishment" is the establishment of a township in terms of relevant legislation.

- 1.3.10. "A township development" is defined as the planning, design and construction (including alterations to existing) of the roads and utility services infrastructure that is required to service a residential or commercial or industrial urban community.

1.4 Legal, Policy and Guideline Framework

1.4.1 Legal Background

1.4.1.1 Acts

- Constitution of the Republic of South Africa, 1996
- Municipal Structures Act
- National Road Traffic Act, 1996
- Municipal Systems Act
- Municipal Finance Management Act
- Occupational Health and Safety Act 85 of 1993
- Engineering Profession Act, 2000 (Act No. 46 of 2000)
- The Act on National Building Regulations, Act 103 of 1977.
- National Road Traffic Act, 1996
- National Land Transport Act NLTA (Act No 5 of 2009)
- NEMA: National Environmental Act (Act No.107 of 1998)
- The NEMA Environmental Impact Assessment Regulations (GN R385; 386; 387)
- Environmental Conservation Act (Act No, 73 of 1989)
- The DWAF's Minimum Requirements (1998)
- The Western Cape Health Care Waste Management Act, 2007 (Act No. 7 of 2007)
- The National Water Act (Act No. 36 of 1998)
- The National Environment Management: Air Quality Act, 2004 (Act No. 39 of 2004)
- NWMS: National Waste Management Strategy
- NEMA: National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)
- National Standard for Disposal of Landfill
- Waste Classification & Management Regulations
- Standard for Assessment of Waste for Landfill Disposal

1.4.1.2 By-Laws

- Zoning schemes
- Standard Streets By-Law
- Municipal By-Laws
- Municipal Electricity Bylaw
- Municipal Solid Waste Bylaw
- Water Services Bylaw

1.4.1.3 Ordinances

- Roads Ordinance No 19 of 1976

1.4.1.4 The following national guidelines have relevance:

- The SABS 0400-1990 code of practice which consists of the Regulations promulgated under the Act and the Deemed-to- satisfy rules.
- Guidelines for Human Settlement and Design (Red book)
- South Africa Development Community Road Traffic Signs Manual (SADC-RTSM). (latest edition)
- Applicable UTG and TRH Series Design Guidelines South African Road Safety Manual
- Department of Transport: Pedestrian and Bicycle Facility Guidelines

- TMH 16 Volume 1 South African Traffic Impact and Site Traffic Assessment Manual Version 1.0, August 2012
- TMH 16 Volume 2 South African Traffic Impact and Site Traffic Assessment Standards and Requirements Manual Version 1.0, August 2012
- TMH 17 Volume 1 South African Trip Data Manual Version 1.0, September 2012
- TRH 26 South African Road Classification and Access Management Manual Version 1.0, August 2012
- NRS 034 - Electricity Distribution — Guidelines for the provision of electricity distribution Networks in residential areas. Part 1: Planning and design of distribution networks;
- NRS 048 - Electricity Supply - Quality of Supply. Part 1: Minimum standards;
- SANS 10142, Part 1 - The wiring of premises. Part 1: Low-voltage installations
- SANS 10142, Part 2 - The wiring of premises. Part 2: Medium-voltage installations above 1 kV a.c. not exceeding 22 kV a.c. and up to and including 3 MVA installed capacity.
- Recent Construction Regulations

Note: The above list is not exhaustive.

1.4.1.5 The following Provincial guidelines have relevance:

- Provincial Administration of the Western Cape: Road Access Guidelines

1.4.2 Compliance

The Developer is responsible for ensuring compliance with applicable legislation and policies including Witzenberg Municipality by-laws and policies. Certain activities may be subject to permit approvals by National, Provincial and Municipal Government Departments.

2. LAND USE PLANNING & DEVELOPMENT

2.1 PART A: TOWN PLANNING

2.1.1 General Application Procedure

Depending on the nature, extent and complexity of the proposal, processing your planning application is generally likely to go through (a number of or all) the following procedural steps or stages:

- **pre-application advice** and consultation and obtaining Council's requirements
- **submission**
- **public participation / advertising** (once application considered complete), including applicant response to any objections and/or comments received
- detailed **technical assessment**, including amendments / revisions by applicant if required
- **decision**
- notification of **decision** (to applicant and/or objectors)
- **appeal** (if any, by applicant and/or objectors)

In an effort to prevent delays and ensure the success of your application, prospective applicants are advised to pre-consult the municipal Town Planner (see contact list at the end) in order to gauge the merit of their proposal and obtain proper information on the application procedure to be followed, relevant higher order planning frameworks and policies, by-laws, regulations and other requirements, as well as any likely application / advertisement / notice fees payable and the relevant application forms, before an application is prepared or submitted.

Application documentation and supporting information should be accurate and be prepared and submitted strictly in accordance with these requirements, failure of adherence to which may delay the processing your application. Incorrect and incomplete applications will be regarded as invalid and not processed until completed and/or corrected or any outstanding information / fees are received. In addition, such failure may also lead to a review of any decision taken if found to be reached on the basis of any flawed information submitted by an applicant.

To ensure accurate record keeping, applications should be submitted (by post or hand) to Council's Archive offices. Should it however be lodged directly with the local planning official concerned, it will first be forwarded to the relevant Archive office for scanning and filing.

Once submitted and captured, you'll receive written acknowledgement of receipt of your application within 21 days of the date of submission, wherein the application reference number allocated to your application, as well as the case officer's name and phone number will be stated. Kindly note the reference number and quote it in all future correspondence with Council.

Should Council consider your application incomplete or require any further information / documentation / fees to enable its consideration, this will also be requested in writing within such 21 day period, whereupon you are required to submit the outstanding information / documentation / fees within 40 days. Typical supporting information and documentation for various applications types are listed in Section 3 hereunder.

Kindly note, the official **date of receipt** of your application is the date on which it was recorded as such by stamp in Council's Archive office, whereas the official **date of submission** is regarded as the date on which the application became complete in Council's opinion, as required in terms of section 43 of the Witzenberg Land Use Planning By-Law.

Unless requested otherwise, all written Council correspondence regarding your application will be in the language in which the application form was completed. Also note, until a written letter of approval is received, any correspondence or discussion regarding your application should not be construed as an indication that it will in fact be approved and is not binding on Council (or the relevant provincial authority, as the case may be) in any way.

For any further enquiries or information, kindly contact your local municipal Town Planner.

2.1.2 Application Types

Planning applications may be made in terms of Witzenberg Land Use Planning By-Law (P.N. 289/2015) as follows:

Application type:	Relevant section in P.N. 289/2015:
Rezoning	15(2)(a)
Permanent regulation departure	15(2)(b)
Temporary land use departure	15(2)(c)
Subdivision of land	15(2)(d)
Consolidation of land	15(2)(e)
Removal / suspension / amendment of Title deed restrictions	15(2)(f)
Permission needed in terms of the Zoning Scheme	15(2)(g)
Amendment / deletion of conditions of approval	15(2)(h)
Extension of validity period of an approval	15(2)(i)
Overlay zone as provided for in Zoning Scheme	15(2)(j)
Subdivision plan amendment / cancellation / phasing	15(2)(k)
Determination of existence of non-conforming use	15(2)(l)
Permission pursuant to condition of approval	15(2)(m)
Registration of surveyed lease area	15(2)(n)
Street / public place closure	15(2)(o)
Consent use	15(2)(p)
Site development plan approval / amendment	15(2)(q)

It should also be noted that an application or approval in terms of different related legislation may often be a prerequisite to considering / determining your planning application (ie environmental impact authorisation in terms of the *National Environmental Management Act (Act 107 of 1998)*), without which Council will be unable to take a final decision on your application.

Kindly note, if not implemented timeously, approvals granted by Council in respect of planning applications submitted to it will lapse within 5 years.

2.1.3 Supporting Information & Documentation

The table below lists the minimum supporting information and documentation required to enable Council to assess the various types of planning applications. However, as this is only a guideline, please consult your municipal Town Planner as there may be site specific or additional / unique requirements relating to your proposal.

		Application type												
		Rezoning	Temporary use land departure	Consent / conditional use	Site development plan approval / amendment	Subdivision (incl subdivision plan amendment)	Consolidation	Amendment / deletion of conditions	Removal of Title deed restrictions	Subdivisional Area	Regulation departure	Extension of approval validity	Street / Public Place Closure	
Minimum supporting information / documentation required	Completed & signed appl. form	√	√	√	√	√	√	√	√	√	√	√	√	
	Proof of payment of application fee (7)	√	√	√	√	√	√	√	√	√	√	√	√	
	Power of attorney (1)(2)	√	√	√	√	√	√	√	√	√	√	√	√	
	Locality plan	√	√	√	√	√	√		√	√	√		√	
	Motivation report / cover letter	√	√	√	√	√	√	√	√	√	√	√	√	
	Copy of title deed	√	√	√	√	√	√	√	√	√	√			
	Conveyancer's certificate (3)	√	√	√		√	√			√	√			
	Bondholder's consent	√					√		√	√				
	GP / SG diagram / prelim diagram					√				√			√	
	Subdivision plan (incl str names & no's) (4)													
	Phasing Plan					√				√				
	Electronic copy of Subdivision plan (5)					√				√				
	Site devt / sketch / layout plan	√	√	√	√		√			√	√			
	Services report / TIA / TIS (8)	√			√					√				
Additional notes														
1	Unless applicant is registered owner													
2	To include co resolution if applicant not a natural person													
3	May be waived if title deed clear enough (at official's discretion)													
4	Proposed street names & no's must be annotated													
5	See also section 11.													
6	In case of sectional title / private developments													
7	As per Council's official current tariff list													
8	See Sections on Engineering Services to follow....													

Should the title deed of the subject property be unclear, a conveyancer's certificate may be required, certifying that the relevant original title deed (and not only the latest deed of transfer) was examined for restrictive conditions and describing such restrictions if any.

In order to satisfy administrative requirements and expedite circulation of your application to other departments and commenting parties, you are required to submit the following minimum number of copies of all supporting documentation and information forming part of your application.

Recommended discretionary no of documentation sets required		
Application type	No of sets / copies	Other requirements
Large Rezoning & Subdivisions, Removal of restrictions Township establishments	6	
Small Rezoning & Subdivisions Minor Removal of restrictions	3	
Consent / conditional use Temporary land use departure	3	
Minor subdivisions & subdivision amendments	3	
Subdivision exemptions	1	
Site development plan approval / amendment	6	
Regulation departure	3	
Extension of approval validity Amendment of conditions of approval	1	

However, kindly note, depending on the nature and complexity or uniqueness of your application and the number of consultees / affected parties, more or less copies than the number indicated above may be requested by your local planning office. The above therefore only serves as a guideline and applicants are encouraged to consult their municipal Town Planner in this regard.

2.1.4 Application Fees & Tariffs

Set out in greater detail in Council's ***budget***, application fees and tariffs are set on an annual basis for each financial year (ie from 1 July to 30 June the next year) and must be paid in full at submission, failing which the application will not be processed. Once calculated, the planning office will issue you with an invoice which can be settled at any Council cash receiving office, which in turn should issue you with a formal receipt. Such proof of payment should accompany your submission.

The total fee payable is determined by the application type, extent / complexity of the proposal and extent of public participation required and may therefore consist of:

- basic application fee
- complexity fee
- advertising fee

Should the need for further impact assessments (indicating complexity) only arise later during the evaluation process or further additional public participation be required (ie in case of a major amendment), an additional fee may be charged at such time. Kindly note, withdrawal or cancellation of an application may result in forfeiture of part or all of the application fee paid.

2.1.5 Proposal Motivation

In order to explain your proposal to interested and effected parties and enable Council to assess it, it is necessary that it be properly motivated. Whereas minor applications may only require motivation by means of a paragraph or two in a cover letter, larger and more complex applications may require clear explanation of the concepts and detail involved and the desirability thereof in a separate detailed motivation report. Such a detailed motivation report should include the following aspects:

- **Background** Any information of significance to the application, may include site history, any previous negotiations, transactions or changing circumstances preceding the application, previous applications etc.
- **Physical characteristics of application premises and surrounding area** Description of all physical characteristics of subject premises, including topography, slopes, drainage, vegetation, floodplains and floodlines, unique ecological habitats and sensitive areas, any unstable soil formations, existing buildings and structures, access routes etc, as well as expert knowledge and opinion where problems are anticipated. The use of photographs is encouraged.
- **Development proposal** Detailed description of all aspects of the proposed development, including the nature and extent of the proposal.
- **Desirability** Instead of causing any significant harm to existing or future users of the premises, surrounding residents or property owners, the surrounding natural / cultural / man-made environment, the local authority or public in general, a desirable development should lead to improved social, economic and physical circumstances for all parties involved.
- **Degree of acceptability** of the proposed development on the land unit(s) concerned, desirability of the proposal should be discussed in terms of the following :
 - Subject site's suitability for proposed development in terms of location, accessibility and physical characteristics.
 - Consistency with higher order policy and planning frameworks.
 - Conservation worthiness of existing buildings, structures, vegetation and other natural features.
 - Compatibility of proposed development / land use(s) with character and existing spatial structure of surrounding area.
 - Access to subject premises and possible traffic problems.
 - Cost and availability of required services and infrastructure.
 - External visual impact of proposed development, as well as internal aesthetical aspects.
 - Any potential disruption of / damage to environment or public nuisance as a result of proposed development / land use(s).
 - Potential of application site for alternative uses / development.
 - In case of subdivision, detail discussion of proposed layout, including street pattern, discouragement of through traffic / traffic calming measures, open space provision, community facility provision, pedestrian and cycle routes, as well as compatibility of proposed land uses with each other and surrounding area.

Notwithstanding the above, you are encouraged to keep motivation of your proposal as brief and succinct as possible in order to simplify the understanding and assessment thereof. As such, any unnecessary or non-related information should rather be omitted.

2.1.6 Advertising & Public Participation

Required in terms of various planning legislation and policies, Council is obliged to facilitate public consultation and participation in respect of planning applications submitted to it by arranging advertising of your proposal to various potential interested and affected parties before it is decided. Such public consultation may take various forms, including registered notices to surrounding property owners or community organisations, advertising in the press and provincial gazette or even a notice erected on site. Determined by the nature and extent of the proposed development / application type, the extent of such public consultation and participation may also vary substantially between the various types of planning applications.

Set out in greater detail in Witzenberg's Land Use Planning By-Law (P.N. 289/2015), the following extracted table provide an indication of the various minimum levels of advertising in relation to specific types of applications:

By-Law:	Application:	Press (local paper):	Serve notice :
sect 47(1)(a)	Rezoning	x	x
sect 47(1)(b)	Subdivision land >5ha inside Urban Edge	x	x
sect 47 (1)(c)	Subdivision land >1ha outside Urban Edge (excluding for bona fide agricultural purposes)	x	x
sect 47 (1)(d)	If no approved SDF: Subdivision land >5ha inside physical edge	x	x
sect 47(1)(e)	If no approved SDF: Subdivision land >1ha outside physical edge (excluding for bona fide agricultural purposes)	x	x
sect 47 (1)(f)	Public Place Closure	x	x
sect 47 (1)(g)	Restrictive Condition	x	x
sect 47 (1)(h)	Zoning Scheme Permission (high impact)	x	x
sect 47 (1)(i)	Departure (high impact)	x	x
sect 47 (1)(j)	SDF deviation	x	x
sect 48(1)(b)	Deemed Zoning		x
sect 48(1)(c)	Subdivision / amendment / cancellation		x
sect 48(1)(d)	Consolidation		x
sect 48(1)(e)	Amendment of Condition		x
sect 48(1)(f)	Zoning Scheme Permission (low impact)		x
Sect 49(1)(g)	Departure (low impact)		x

Advertising applications are undertaken by applicants themselves. Specific instructions regarding the manner and extent of such advertising will be issued by your municipal Town Planner once your application is considered complete, which advertising would have to adhere to legal and Council's own standards. After completion of the advertising process, you will then be required to submit sufficient documentary evidence to demonstrate compliance in this regard.

Kindly note, all documentation submitted with your application is considered public records and would thus be open for public inspection during the advertising period.

Where sufficient documentary evidence of an interested or affected party or authority's acceptance of your proposal is submitted (ie by means of a letter of comment or endorsement of the plans), such party or authority may not necessarily be approached for comments again. As it expedites the processing of applications, prior liaison and consultation with interested or affected parties and authorities is thus encouraged. In this respect, you may approach your municipal Town Planner prior to submission to identify a list of potential interested and affected parties and authorities in respect of your proposal.

After completion of the advertising process, copies of any comments and/or objections against your application received during this period will be made available and your formal response thereon within a 30 day period requested in writing, failing which you will be deemed to not have any response. You may also wish to amend your application in order to address any concerns raised during such public participation.

2.1.7 Decision Making

Decisions on applications are made either by the **Planning Tribunal** or municipal Town Planner depending on whether or not objections were made against the proposal. Applications, in the case where objections were received, will be decided by the Tribunal and in the case of no objection(s) by the municipal Town Planner. Matters delegated to the municipal Town Planner are shown by the following table

Power or duty	Delegated by:	Delegated to:	Sub-delegated to: Senior Officials by Municipal Manager	Further Sub-delegated to Management	Lowest Delegable Level
To provide pre-application advice	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To decide on planning applications, excluding applications on which objections have been received	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To decide on the relaxation of building restrictions in terms of the Zoning Scheme	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To conduct inspections related to a planning application	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To enter and inspect land and buildings in order to enforce compliance with the By-law or the Zoning Scheme	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To draft a report assessing an appeal	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To draft a report assessing a planning application	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To issue transfer certificates	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To determine the extent of public participation	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To determine on additional methods of public participation	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To determine whether an applicant needs to submit additional information	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To determine whether a further public participation process is necessary	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To determine development conditions	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To extend the validity period of a valid planning approval	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To issue compliance notices	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner

To number streets	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	Senior Town Planner
To correct an error in the zoning register	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To determine the existence of a non-conforming use	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To confirm a subdivision	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	
To certify subdivisions which are exempted from an application	Council	Municipal Manager	Director: Technical Services	Manager: Town Planning & Building Control	

2.1.8 Appeals

Once the delegated official / Tribunal has reached a decision on your application, you (the applicant) and any objectors will be notified in writing of such decision and be advised of your right to appeal to the Municipal Manager (should you feel aggrieved by the decision) in terms of Section 79 of the Witzenberg Land Use Planning By-Law (P.N. 289/2015).

Should you decide to exercise such appeal right, it must be done within a prescribed period of 21 days, of which you'll be notified in writing. Should any objector exercise their appeal right, you'll be afforded the opportunity to comment thereon (and vice versa) before a final decision is taken.

Kindly note, any decision on your application is suspended until such time as the period for lodging appeals has lapsed and Council has advised you in writing that you may act on the decision or until the final outcome of any appeal submitted is made known.

2.1.9 Subdivision of Land

When applying for subdivision or rezoning to sub-divisional area, your application should be accompanied by a proposed Subdivision plan in both hard copy and electronic (ie .shp, .dwg or .dxf) format, in the absence of which your application will not be considered complete or processed. Drawn in A4 / A3 format and with the number of copies required set out in Section 3 above, such a proposed Subdivision plan should as a minimum indicate the following information :

- scale, true north, title and legend, as well as date and plan / drawing number (amended / revised plans to have successive numbers)
- name and details of person / firm responsible for design
- sufficient dimensions to confirm drawing scale and to indicate size of subdivided portions
- typical plot sizes / extent of individual portions
- indication of application area / site boundary, all cadastral boundaries and proposed subdivision lines, indicated in such a way to be clearly distinguishable from each other
- proposed individual portions / plots, numbered consecutively
- proposed street names (whether public or private) and street / unit numbers
- proposed name in case of a group housing complex
- accurate position of existing buildings or structures on subject site (including any structures to be demolished), as well as immediately adjacent sites
- proposed building lines in cases where existing buildings would be close to newly created cadastral boundaries

- sufficient information regarding surrounding area (adjacent plots, streets etc) to allow application premises to be illustrated in its context
- contours with intervals of between 1m and 5m, extended beyond subject site boundaries
- 1 : 100 year flood line (when applicable)
- any physical restrictions which might influence the layout
- existing and proposed servitudes
- separate phases, should it be intended to undertake development in phases
- proposed zoning schedule, indicating proposed zonings (as per relevant local Zoning scheme), portion numbers, extent and relative size (expressed as % of total application area) of various proposed land uses (see example below)

Example

Proposed Zoning						
Portion	No	Zoning	Usage	Extent	%	Density & restrictions
1-10	10	Residential Zone I	Single residential dwelling	0,46ha	55	As per Zoning scheme
11	1	Institutional Zone II	Place of worship	0,12ha	14	As per Zoning scheme
12	1	Open Space Zone I	Public open space	0,15ha	18	N/a
Remainder		Transport Zone II	Public road	0,11ha	13	N/a
TOTAL	12			0,84ha	100	

Although submitted as part of a subdivision application in terms of the Witzenberg Land Use Planning By-Law (P.N. 289/2015), it is to be noted that newly proposed street names still require separate approval in terms of Council's policy. Such approval must be obtained with due regard to Council's *Street naming Policy* and is required in order to not delay the approval of General plans by the Surveyor General. As such, it is therefore essential that this information also forms part of and is already indicated on the proposed Subdivision plan at submission stage.

Once endorsed by the municipal Town Planner and after expiry of all applicable appeal rights, the applicant's / developer's land surveyor must submit an electronic copy of the final approved and endorsed Subdivision plan (including all relevant steps preceding the final subdivision) to the GIS Section, before or when submitting for approval to the SG office, and prior to application for subdivision clearance or submission of any building plans, whichever occurs first.

In addition, it is further required from the applicant's / developer's land surveyor and transfer attorney that all newly created public places and public streets (including any road splays) to be vested in Council in terms of Section 26 of the *Witzenberg Land Use Planning By-Law (P.N. 289/2015)* be clearly defined and indicated on the approved General plan / erf diagram/s, be provided with separate individual erf numbers (ie not only left as remainders) and be transferred in Council's name upon transfer of the first unit / erf in that subdivision, the cost of surveying and transfer of which would be for the account of the applicant / developer.

After final approval of the subdivision application, the Surveyor General will require preparation of a diagram or General plan of the newly created land unit(s) for approval. Kindly liaise directly with the SG's office in respect of their requirements in this regard. Also note a subdivision approval lapses unless separate registration of at least one land unit is affected in the Deeds office within 5 years of the date of final approval.

It should further be noted that the Registrar of Deeds will not permit transfer or registration of a Certificate of Registered Title in respect of a newly created land unit unless Council has issued subdivision clearance in terms of Section 22 of the *Witzenberg Land Use Planning By-Law (P.N. 289/2015)* and rates clearance in terms of Section 118 of the *Municipal Systems Act (Act 32 of 2000)*. Such subdivision clearance certificate will only be issued once all conditions of approval in respect of a previous subdivision approval, if any, have been complied with by the applicant / developer to Council's satisfaction, documentary proof

of which is to be submitted, while rates clearance will only be issued once a subdivision clearance certificate has been issued.

Kindly also note, building plans will not be accepted before confirmation by the developer's transfer attorney that the newly created erven has been registered / transferred. (Note: application for development of show houses may be submitted prior to confirmation of a subdivision, but subject to submission of an approved SG diagram or General plan.)

2.1.10 GIS & Electronic Data Requirements

In the case of subdivision and in order to enable Council to update and properly maintain its property, cadastral and services database, it is important to submit required electronic data in a standard format, both as part of your application submission and thereafter.

After approval of the subdivision by the S-G Office the applicant's / developer's land surveyor is required to submit to the GIS Section an electronic copy of the diagram / general plan as follows:

- Copies of the approved diagram(s) / general plan(s) in pdf / jpg / tif format.
- Shape (.shp) or PlanetGIS map files of the approved diagram(s) / general plan(s) figure(s) – in the case of figures: closed polygons (i.e. line end points must intersect) and polygon labels (erf / farm numbers).
- Shape (.shp) or PlanetGIS map files of the approved diagram(s) in the case of servitude lines.

In the case of engineering / civil design and as-built plans:

- Shape (.shp) of each service or PlanetGIS map files of all services, including the attribute files - in the case of figures: only labels and closed polygons (i.e. line end points must intersect).
- Shape (.shp) or PlanetGIS map files of the services in the case of services lines, including the attribute files.
- Please note: the simple export of CAD drawings to shape files without attributes will not be acceptable.

In all cases shape or PlanetGis map files to conform to the following co-ordinate system (projection):

Projected Coordinate System:	WGS_1984_Transverse_Mercator
Projection:	Transverse_Mercator
False_Easting:	0.00000000
False_Northing:	0.00000000
Central_Meridian:	19.00000000
Scale_Factor:	1.00000000
Latitude_Of_Origin:	0.00000000
Linear Unit:	Meter

2.1.11 Site Development Plans

In cases where the detail of an application is important for its consideration, Council may require submission of a detailed Site development plan (or SDP). The purpose of a Site development plan is therefore to regulate additional matters not already covered in any earlier conditions of approval or the relevant Zoning scheme regulations / development parameters, ie positioning of buildings, architectural details, etc and not to substitute or duplicate any such existing regulations.

Although not an exhaustive list, SDP's may typically be required in the following instances to set out more detail aspects of a proposed development:

- Group housing schemes (both single title / cadastrally subdivided and sectional title) & flats

- Shopping centre complexes
- Business / office park developments
- Industrial park complexes
- Some developments in conservation areas (ie when a HIA / EIA is submitted)
- Other major developments, ie conference centres, sportsfields etc

Good motivation is required where a SDP would not be consistent with the Zoning scheme regulations (ie bulk, coverage, parking, building lines etc), in which case a departure application would still be required.

A Site development plan (or SDP) application may comprise a plan or set of plans illustrating the detailed aspects of a proposed development, ie positioning of individual land uses, architectural style, finishes, landscaping, earthworks required, internal and external roads, road reserves, location of road accesses and on-site parking areas etc, as well as a schedule of finishes and materials. In addition, a SDP may also include a proposed Home / Property Owners' Association constitution, as well as design guidelines for the development (if required).

Upon approval, such a SDP and the details contained therein becomes part of the original approval (including conditions) of the proposed development and is seen as a legal obligation to the developer, the minimum standards of which the proposed development is required to be undertaken, completed and maintained in accordance with, in order to ensure all expectations are met.

As a minimum requirement, a Site development plan application should include the following information:

- **a basic plan** or set of plans illustrating
 - scale, true north, title, legend, date and number of plan
 - existing contours, floodlines, trees and extraordinary vegetation, as well as other topographical site characteristics
 - existing cadastral boundaries, servitudes, building lines (as per Zoning scheme / township establishment conditions) and proposed portions, as well as location, extent and nature of all existing buildings, structures and services on site and in immediate vicinity
 - positioning of all individual land uses
 - proposed locality, layout and dimensions of streets, pavements, parking areas (including basement parking), circulation areas, erven and open spaces, pedestrian walkways, as well as location of all proposed buildings (including building entrances and proposed use of all areas within such buildings) and structures / units, drive-ins, boundary walls etc.
 - location and nature of recreational and other relevant facilities and amenities
 - location, dimensions and materials of all proposed streets, road accesses, parking areas, squares and pedestrian routes
 - location and nature of all provision for domestic services, ie refuse removal (including no of bins catered for), security, electricity, water, sewer, stormwater etc.
 - location and nature of all facilities / arrangements to accommodate people physical with disabilities
 - lighting of any common areas or open spaces
 - in case of flats, group housing or sectional title schemes, each unit's private outdoor space, service areas, braai areas, drive-ins, patios, parking spaces, as well as proposed finishes / materials of such areas
 - future building / unit extensions and/or expansion opportunities, including potential car ports or boundary enclosures and dimensions, colour, materials and finishes of such future building work (including an indication of the increased site coverage)
 - location, type / finish, height and elevation of all boundary enclosures to be built, whether internally or externally
 - phasing of the proposed development where this is required

- a **table / schedule** indicating
 - total site extent
 - total number of dwelling units
 - total floor area, coverage / bulk (permitted & proposed) and building height
 - total number of parking bays for residents / visitors / staff (required & proposed) per land use component
 - extent of functional private and communal open space
 - extent of individual portions and dwelling units
 - indication of unit type and site coverage per individual portion
- a set of **architectural drawings** to a scale of 1:100 or 1:200, illustrating plan and elevation views (including typical street elevations with boundary enclosures or screening walls, as seen from adjacent internal or external roads, as well as potential future extensions) of all proposed structures and a general artist's impression / perspective drawing (where necessary), as well as details regarding materials, finishes and colours of external walls and roofs and separately specified floor areas for the main dwelling, garage, any patios / verandahs and the total for the various unit types
- a separate A4 **schedule of building materials and finishes**, including specifications regarding colour schemes and materials for external walls and roofs of all structures, window frame and door types / finishes, outdoor surfaces finishes for all internal streets, drive-ins, patios, parking areas, squares, hard surfaced pedestrian walkways etc
- a detailed **landscaping plan** in colour, together with a plan illustrating existing trees and vegetation (and which of this is to be retained) and a detailed schedule of proposed vegetation and tree types.
- where applicable (as in the case of shopping complexes), proposals and guidelines for **name logos and outdoor advertisements** (including free standing signs), including their location, height and elevation
- where applicable, a proposed **Home / Property Owners' Association** constitution, which includes as annexure all other aspects of the SDP as discussed above, including architectural design guidelines (where applicable).

It is further important to note that building plans, as well as engineering services layout drawings can only be considered once the relevant SDP (when required as a condition of approval) has been approved and that such building plans and engineering drawings must be in compliance with the approved SDP.

2.1.12 **Application only by qualified professional**

Applications for rezoning and subdivision shall be submitted only by a Built Environment Professional, together with all information and plans the municipality may deem necessary to inform the decision.

"built environment professional" for purposes of this policy means any of the following professions –

- (a) Town Planning 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) Architectural profession

2.2 PART B: BUILDING CONTROL

2.2.1. Status of the Building Inspector

The Building Inspector is a person with the authority to control all building work that is subject to the National Building Regulations. The Building Inspector carry the responsibility to ensure that the aim of the legislation which is designed to ensure a safe, healthy and meaningful built environment, are met on site.

2.2.2. Legislation

It is important to understand the difference between an act, a regulation, a deemed to satisfy rule and what constitutes a rational design.

Act:

Parliament is empowered to make laws for the Country. These are called Acts of Parliament and are published in the Government Gazette. It binds everybody in the country. The National Building Regulations and Building Standards Act, No 103 of 1977 is such an act.

An act of Parliament such as Act 103 of 1977 allows the Minister to make laws which relate to the Act. These are called regulations. Section 17 of the Act allows the Minister after consulting with the SABs to make regulations which are known as the National Building Regulations (NBR).

The NBR contain Prescriptive as well as Functional regulations.

Prescriptive Regulations:

A prescriptive regulation describes in some detail an operation to be performed, or the dimensions of a building, building elements or building or building component and the material and method of construction to be used in such building, building element or building component. The regulations under Part A and E of the NBR are typical prescriptive regulations and there are no deemed-to satisfy rules in these sections. These regulations contain words like "*the owner shall*".

Functional Regulation: (The blue sections in the SABs 0400)

A functional regulation sets out what is required of a building or a building element without specifying method, dimensions or material. The aim is to regulate the minimum ability of a specific element in a building.

Example:

Regulation H1 (1): The foundation of any building shall be designed to safely transmit all the loads from such building to the ground.

Deemed-to-Satisfy Rules:

A deemed-to-satisfy rule is a non-mandatory provision which describes a method of design or construction that is deemed to comply with the regulation. Therefore, the purpose of these rules is to assist us to evaluate a design and to determine whether the design will comply with the functional regulation as described above. Deemed to satisfy rules should not be regarded as regulations.

Example:

Deemed to Satisfy Rule HH2.3: Any continuous strip foundation shall have a thickness of not less than 200mm.

Note: Any design or construction that does not meet the requirements of the particular deemed-to-satisfy rules or where deemed-to-satisfy rules do not exist for that particular element (steel structure etc.), can only comply with the functional regulations if the design is a rational design.

Rational Design:

It refers to any design involving a process of reasoning and calculation. A rational design can only be done by an appointed professional engineer or other approved competent person who take responsibility for each such design and inspections.

After completion of the works in terms of the rational design, the appointed person must issue a certificate to certify that he/she undertook inspections of the above work in terms of the Appointment Certificate and Part B of the National Building Regulations. He/she must also confirm that all work has been completed to his/her satisfaction in accordance with the approved design and National Building Regulations.

2.2.3. Building Plan Evaluation List

All building plans will be evaluated in accordance with the following:

- Plans circulated for approval only after inspection fees have been paid and receipt shown to Building Control Department.
- A minimum period of **30 working days** must be allowed for approval.
- Period for approval will become longer if mistakes or missing information appear on building plans, or if plans are referred to the Council.
- The **Erf number** must be supplied for any enquiries.
- No existing information in respect of the erf, i.e. copies of Building Plans, or Valuations, will be provided to draftspersons/architects, or anyone else, without the written permission of the owner. (Form available from Building Control Dept.).
- **No inspections will take place before the building plans have been approved by the Building Control Officer.**
- All inspection forms must be submitted when an inspection is required.

General

- Application form must be **filled in completely**.
- Application form and plans must be **signed** by the **owner**.
- Draftsperson/Architect's name, address and telephone number must appear on the form. (Sect. 3, pg. 16 of the Act)
- A minimum of 3 sets of paper copies, **1 coloured in**, are needed.
- Copies must be submitted according to multiples of **A3 sizes**.
- **Signatures** of affected neighbours must appear on the application form if building lines are infringed. (Pg. 2).
- The information that is provided as **INSPECTION LIST**, on page 2 of the application form, must correspond with information that is provided on plans that are submitted for approval.

Site plan

(3.1 on application form)

- **Site plans, as well as infringement diagrams must be drawn up in 1:200 scale.** (If erf is larger than 2000m², a scale of 1:500 will be accepted).
- **New developments** must indicate **spot levels** and **contours** on site plans.
- **All building lines** must be indicated and **complete measurements** must be provided.
- Direction of **True North** must be indicated in respect of erf situation.
- **Erf number** and **adjacent erf numbers** must be clearly indicated.

- All **measurements** of each side of the erf must be indicated.
- **Street name** and **street number** must be indicated.
- **New and existing sewer lay-out** must be indicated.
- Municipal **main sewer** must be indicated as well as **connection point** or **manhole**.
- Title of drawing as well as scale must be clearly indicated, i.e. SITE PLAN: SCALE 1:200.
- **Storm water disposal** must be indicated.
- **Fall of Roof** and **directions** must be indicated.
- Connection point for Municipal water must be indicated.
- With new residences, vehicular entrance must be indicated.
- Distances to the nearest cross roads to be indicated.

Plan/s or Lay-Out Drawings

(3.2 on application form).

- Titles of drawings must be indicated as well as the scale (i.e. PLAN/GROUND FLOOR PLAN, SCALE 1:100/1:50).
- All room names must be **fully** described.
- **Fire walls** and **Fire doors** must be clearly indicated and described.
- **Floor finishes** and **differences in levels** must be indicated.
- All **section lines** must be indicated on plan.
- **Ground finishes (floor finishes)** under **roofs** (lean-to's, sheds, outhouses, shelters) and enclosed stoeps.

Elevations

(3.3 on application form).

- A **Minimum** of 3 **elevations** is required.
- Complete **wall construction** and **material**, and **finishes schedule**, inside and outside is required.
- **Opening sections** of windows and sliding doors must be indicated.
- Bargeboards, fascia boards and gutters with down pipes must be indicated, if applicable.
- **Stairs** and **correct natural ground slopes** must be indicated.
- Screen walls must be indicated on elevations, with cross sections. If **walls** are proposed on **erf boundaries**, section details will be required.
- Drawing title must be indicated with scale, i.e. NORTH ELEVATION: SCALE 1:100.

Cross Section/s

(3.4 on application form).

- **Name of rooms** through which section line runs on plan must be indicated.
- **Damp course layers** under floors, walls and window sills must be indicated and described. (i.e. Walls, on sections).
- **Complete roof construction** (ceilings with material, wall plates, trusses, sizes, thicknesses and spacing's) **as well as floor construction** (surface layer, floor thickness, damp course and rubble filling, thicknesses and material) must be indicated. **Rational designs of pre-fabricated roof trusses by qualified person must accompany plans in duplicate.**
- **Heights** from **floor to ceiling** must be indicated as well as the height from floor level to new finished ground level. (Minimum 250 – 300mm).
- **Roof slope** as well as **cover material** must be described.
- **Gutters, fascia boards** and **downpipes** must be indicated.
- **Sections** are required for all **roof slopes** that **differ**.
- **Wall construction** and **material** must be described.
- Drawing title must be indicated, i.e. SECTION A-A: SCALE 1:100, SECTION B-B: SCALE 1:100.
- **Concrete lintels** must be shown and described on sections.

- Where outbuilding walls are proposed on the erf boundary, a **foundation section with detail** is required.

Swimming Pool Plan/s

- Safety equipment according to **SABS 1390** must be indicated and described on plans.
- **Self-locking mechanisms** must be provided on **all gates**.
- **Backwash outlet pipes** must be indicated on plan. (Backwash outlet pipe may be connected to sewer system).
- If swimming pool is filled with water before fencing/safety net are installed, the safety of the public, as well as of family, friends and children, will be the responsibility of the erf owner.
- **Pumps** and **pipe systems** must be indicated on site plan.
- Heights of existing boundary walls for safety must be described.

Sewer Section/s or Sewer Lay-Out Drawings

- All sewerage pipes must be **coloured in** on **sections** as required on application form.
- **Pipe thicknesses** and **sizes** must be indicated on section.
- **Vent pipes** must be indicated, as well as thickness.
- **Overflow Gulley** must be indicated and clearly set out on Sewer Section. (At least one Overflow Gulley must be provided per installation).
- **Normal slopes** are **1:40** for domestic use. If the **slope is not achievable** a shallower slope with a **minimum of 1:60** may be utilised.
- Only **2 outlet pipes** of 38 – 40mm diameter are permitted on side branches with a connection piece of 50mm in diameter, otherwise every outlet pipe of 38mm diameter is required separately in the Sewer Section.
- Complete sections of systems are required and not just portions.
- With new developments the **depth** of the **connection manhole** is required, as well as **direction** in which the **main sewer** flows.
- All pipes below and above ground must be clearly described. (Diameter and material).
- **All existing sewer lay-outs** must be indicated on site plan, as well as new lay-outs.

Structural Engineer's Plans

- Concrete construction of any sort or type must be submitted together with the building plans for comparison with the building plans.
- **Signature** of the **registered engineer** must appear on the **prints** together with the person's full name, address and registration number of the institute of engineers.
- The same rule applies for a suspended wood floor with the description of the fireproof material that makes the floor fireproof for at least 1 hour. (Under side of wood floors). Full description of wooden beams, planking and spacing, must appear on building plans
- **Stairs:** Any wood or steel stairs must be described and detailed by the draftsperson/architect. Heights of handrails and openings must be clearly indicated on any scale detail that will be suitable. **Tread heights** and **depths** must also be clearly set out for checking of stairs and handrails. (**Handrails maximum openings – 100mm**).

2.2.4. Functions of the Building Inspector

The core function of the building Inspectorate is to ensure compliance of any building with the National Building Regulations and Building Standards Act, no 103 of 1977.

This is achieved by:

- Inspecting the erection/demolition of a building and any activities or matters connected therewith in respect of which approval was granted in terms of Section 7(1)(a) of the Act;

- Reporting to the local authority in question regarding non-compliance with any condition on which approval was granted;
- Ensuring compliance with all other provisions of the Act and the Regulations;
- Identify and report on all illegal building work;
- Act upon all non-compliant matters in accordance with the law enforcement process;
- Investigate and act upon all complaints;
- Act in an advisory capacity, both internally and externally.

2.2.5. Inspections

Pre Inspections

The term pre inspection refers to any on-site inspection done prior the formal approval of the building plan. Pre inspections will be limited to cases where an uncertainty that is identified on the building plan needs to be clarified on site.

Although pre inspections are promoted, it remains the prerogative of the Building Control Officer to determine which plans should be circulated to the building inspectors for a pre inspection prior the approval of such plan. The aim is to minimize the amount of pre inspections without compromising on the quality of the examination.

Compulsory Inspections

Regulation A22 require from the owner to give notice of four compulsory inspections by means of a form provided by the local authority. The standard inspection form is issued to the owner on collection of the approved building plan.

Commencement Inspection

It is required that the owner/contractor should give 2 days' notice to the Building Inspector prior the commencement of any building work on site. In most instances it will be possible to combine a commencement inspection with the trench inspection.

Trench or excavation inspection (Owner/Contractor to apply 2 days before)

- Check for a valid approved building plan. Note that a building plan that was approved more than 12 months without commencement, has lapsed and need to be resubmitted and approved before the building work may commence.
- Check for acceptable sanitary facilities on site
- Check for existing damages to council property (Pavement and curbs)
- All boundary beacons to be pointed out to the building inspector
- Boundary measurements should be physically correlated with a measuring tape.
- If any uncertainties occur, the building inspector may call on the owner to provide you with a surveyor's certificate to verify the correctness of beacons.
- Correlate position of property with the overall map. Be certain that the building work occur on the correct property.
- Check that all building setbacks do comply with the approved plan.
- Check trenches
 - Width of excavation to comply with approved building plan.
Note: If the excavation is less than indicated on the approved plan, but still comply with the deemed to satisfy rules, the owner must amend and countersign the approved plan prior your approval of the excavation.
 - Depth: The bottom of the foundation must be level and not be less than 300mm below the adjoining finished ground level and must be on firm natural ground.

- On sloping ground, the strip foundation should be stepped in such a way that the length of each overlap is at least equal to the depth of the concrete and the height of each step should be equal to the height of the units (bricks or blocks) to be used in the wall.
- Building dimensions to correspond with approved building plan.
- Ensure that level pegs are level and that they represent the minimum foundation thickness.
- No foundation may be passed without walking the full length of the excavation to evaluate the ground conditions. Be aware of any backfilled soil in the excavation. (Where the original excavation was too deep) In this case you should instruct the contractor to remove all backfilled soil.
- Building Inspectors must strive to ensure that the mixing of concrete takes place on the building site and not in the street reserve.
- No material may be offloaded in the street reserve. Where sand and stone spill into street, the contractor should be ordered to remove and clean before the casting of foundations may commence.

If you are in doubt about the ground conditions within the excavation or the suitability of the material used, it is always recommended to call for the appointment of a competent professional person.

The function of the footing or foundation is to spread the load from the wall over a sufficiently large area to ensure that the safe bearing capacity of the supporting ground is not exceeded. A further practical reason is to provide the bricklayer with a level surface on which to start the first course of brickwork.

Drainage installation inspection (Owner/Contractor to apply 2 days before)

All drainage systems to be inspected prior the closing of sewer excavations. Building Inspector to ensure that the layout, access points, fall and material used comply with all requirements.

Check the following:

- The person doing the work must be a competent registered person or work under the supervision of such person. *Note: If you are in doubt about the registration of the responsible person, call for a registration certificate prior the approval of the sewer system.*
- The trench should be open to inspect the full length of sewer line.
- All SABS codes to be visible on material used.
- Sewer line should be laid in straight line and on clean ground in one continuous fall.
- Every section of the sewer system should be accessible for future cleaning.

All drainage systems to be tested for any leaks prior to final approval of the drainage system. Either the water test or air pressure test may be used.

Roof inspection

Check the following:

- Check product mark (sabs) on timber beams
- Beams to be in accordance with approved building plans
- Purlins (check correct size of 50 ×75mm & fixing)
- If blockwall, beams to fixed into block wall, minimum 90mm deep.
- Hoop iron built into wall , minimum 600mm deep & fixed properly around beam
- Fixing of hurricane clips – at every crossing between beam & purlin
- Fixing of hurricane clips – at roof overhang , clips to be fixed on both sides of beam end & purlin crossing

Completion inspection

Check the following:

- Any damages to council property
- Overall completeness of the building – especially externally
- Building erected according to approved plan
- Condition of the site – all building material to be removed and rubble cleared. Also material and rubble on surrounding properties which was generated by this site.

Routine or progress inspections

- All sites which are regarded as active sites (where occupation certificate was not issued) should be visited every three months to log progress and pick up on deviations, non-compliance and buildings completed and occupied without an occupancy certificate.
- If, during a routine progress inspection, it is found that the building work is substantially complete, encourage the owner to apply for a certificate of occupancy and follow up within a reasonable period of time.
- Routine inspections should be done in all areas to pick up on illegal building work as well as to pick up on other non-compliant practices. The building inspector should be on the lookout for:
 - Buildings completed or occupied without a final inspection and completion certificate as well as building work commenced without an approved inspection.
 - Any signs that will indicate building work that is not visible from the street. (building material, rubble or equipment on the front area of the property)
 - Any swimming pools which is open and accessible from the street or other properties.
 - Building material stacked in a dangerous manner or material offloaded in the street reserve.
 - Unsightly accumulation of building rubble on a building site.
 - Untidy street reserve. Sand/stone along street curbing. Note that all builders sand on the street surface will eventually find its way to the storm water system which is not permitted.
 - Dangerous building methods (unsupported wet brickwork too high)
 - Dilapidated, dangerous buildings

Inspections for:

Plans about to lapse

All approved building plans where no commencement date has been captured within 12 months of approval, will be identified and the inspector will inspect the property to determine if building work has commenced or not.

When has building work commenced? For this purpose an excavation only will not be regarded as commencement. Commencement will only be confirmed by an approved trench inspection as well as a completed concrete foundation.

2.2.6 Occupancy Certificates

Section 14(4) of Act 103 of 1977 prohibits any person to occupy any building without an occupancy certificate. Also refer to the definition of a building as described in the Act. Take note that everything that qualifies to be a building, must comply with the provisions of Section 14(4). Therefore, structures such as swimming pools, walls, carports, installations, etc must also have an occupancy certificate before it may be occupied or utilized for the purpose it was erected for.

The whole of the control process in terms of the construction of a building, which include the Land Use application, building plan application as well as all the inspections, reach finality with the issuing of the occupancy certificate. The occupancy certificate confirms completion of the building.

Applicants need to apply for an occupancy certificate by means of the standard application form. Council must in writing issue or refuse to issue an occupation certificate within 14 days of receiving such an application.

Please also refer to Witzenberg Municipality's Policy regarding "Operating procedure for building inspections to prevent occupation of new building without approvals or services connection fees being paid."

Applications for occupancy: All buildings other than single dwellings.

When considering a request for a certificate of occupancy the following criteria must be met:

- Drainage system (sewerage) tested and working
- Water supply connected and turned on
- Electricity supply turned on and electrical compliance certificate submitted
- Engineer's completion certificates submitted for structural work, rational fire design and mechanical work as applicable
- Requirements of the Chief Fire Officer having been met

No dangerous features may exist in the building(s):

- Balustrades to balconies or stairways
- Safety glazing in doors and windows where required
- Escape passages unobstructed and free of debris
- Panic bolts in working order
- Emergency lighting in working order where applicable
- Signage, smoke detection, alarms and sprinklers in working order where applicable
- Any other feature deemed to be dangerous or necessary by the Building Inspector for example the omission of areas set aside for refuse collection.

Applications for occupancy: Single Dwellings

When considering a request for the issuing of a certificate of occupancy the following criteria must be met:

- Drainage system (sewerage) tested and working
- Water supply connected and turned on
- All sanitary fittings indicated on the approved plan installed.
- Electricity supply turned on and electrical compliance certificate submitted
- Engineer's completion certificates submitted for structural work as applicable
- No dangerous features may exist in the building(s):
 - Balustrades to balconies or stairways
 - Safety glazing in doors and windows where required
 - Any other feature deemed to be dangerous or necessary by the Building Inspector.
 - All so called "wet trades" completed. This includes the plastering of walls and screening of concrete floors.
 - All ceilings to be completed.
 - Exterior walls to be plastered (where applicable) and painted.

Unlawful occupancy

When unlawful occupancy of a building is discovered (occupancy without an occupancy certificate) Notice must be served in terms of Section 14 of the Act.

Once there is a written request for an occupancy certificate to be issued and there are outstanding requirements the request is refused pending the outstanding issues being resolved.

Note that there is no time limit within which these requirements must be met except of course if the building continues to be occupied the offence continues in terms of Section 14.

BUT if there are unsafe conditions and the building continues to be occupied then a Notice to vacate the building immediately must be served in terms of Section 12(4)(b).

2.2.7 Demolitions

No buildings may be demolished before a demolition application has been approved by the Building Development Section. All buildings older than 60 years need a heritage clearance prior the approval of such application.

- Any person engaging in the demolition of a building prior the issuing of a demolition permit by the Building Development Section, must immediately be instructed by the Building Inspector to cease such demolition and the formal notice must be served to that effect.

After receiving an application for the demolition of a building, this application will be circulated to the Building Inspector of that area who will need to do an on-site inspection to determine if:

- Plans have been submitted for all building works on site
- A hording permit is required
- The method of demolition is appropriate
- Any other requirements/conditions must be imposed
- The sewer must be sealed
- Any other services will be effected

Where demolition permits were issued and the demolition is completed, the applicant or his representative must inform the Building Control Officer of such completion of demolition. The BCO then needs to do an on-site inspection to determine whether:

- The demolition was carried out in accordance with the approval
- The property as well as surrounding areas are cleared from all building rubble

3. TRANSPORT, STREETS AND STORMWATER INFRASTRUCTURE

3.1. PART A: STREETS & TRANSPORT PLANNING

3.1.1 Traffic Impact Assessment (TIA) or Site Traffic Assessment (STA)

Developments often generate additional traffic, either in the form of vehicles of residents, visitors or employees. There may be delivery traffic. This will imply requirements for adequate road and parking space, some of which (such as parking for certain uses) is specified in the relevant Zoning Scheme. Any conditions in this regard should be reasonable in relation to the size and nature of the development as well as consistent with transport policy. A Traffic Impact Assessment (TIA) or Site Traffic Assessment (STA) is required to form part of the application under consideration.

3.1.1.1 A Traffic Impact Assessment shall be undertaken and submitted when:

- An application is made for a change in land use, and

- When the highest total additional hourly vehicular trip generation (including pass-by and diverted trips) as a result of the application exceeds 50 trips per hour. Refer to South African trip generation rates in TMH 17 Volume 1 South African Trip Data Manual.

3.1.1.2 A **Site Traffic Assessment** shall be undertaken and submitted whenever:

- An application is submitted for the erection of a building or other structure (roads and other) on a site for which a Site Development Plan (SDP) is required.
- Proposals are made for transportation facilities (roads and other) in a township during Township Establishment.

3.1.1.3 The following **requirements** must be met in a Traffic Assessments:-

Traffic Impact Assessments

- Introduction
- Traffic Impact Assessment cover
- Cover letter
- Development particulars
- A Site development plan (or SDP) showing inter alia internal and external roads, road reserves, location of road accesses and on-site parking areas, public transport facilities, etc.
- Primary study area
- Secondary study area
- Background information
- Site investigations
- Traffic demand estimation
- Demand-side mitigation
- Proposed improvements
- Traffic Impact Assessment
- Improvement costs (external services)
- Engineering Service Contributions
- Conclusions and recommendations

Site Traffic Assessments

- Introduction
- Site Traffic Assessment cover
- Cover letter
- Development particulars
- A Site development plan (or SDP) showing inter alia internal and external roads, road reserves, location of road accesses and on-site parking areas, public transport facilities etc.
- Study area
- Required information
- Site investigations
- Traffic demand estimation
- Site traffic assessment
- Conclusions and recommendations

3.1.2. Road improvements

Early discussions between the applicant and the approving road authorities (which may include Provincial authorities) will facilitate agreement on these matters. It is important that an approval detail any road improvements required such as adding an extra turning lane, traffic control measures such as a stop, signal or roundabout.

3.1.3. Access

In order to minimise impact of a development, it may be necessary to impose restrictions on access. In large-scale developments, such conditions should be imposed on the principal application rather than on subsequent subdivision as it is more difficult to impose when details are being considered. It is important to make the distinction between public rights of way and those over which there is no public right of passage. It will also be important to specify the provision of access in relation to the phasing of the development.

3.1.4 Parking

Where not provided for in terms of the Scheme regulations, additional provision may have to be made for parking. In certain circumstances, off- site parking may be acceptable. In this case, it is important that the development is readily accessible from the car park, and that control and management of the parking area is clarified. It will also be important to notarially tie the off-site parking to the site, without which it will not be considered an acceptable part of the fulfilment of parking requirements.

Consistency in the application of parking requirements is important, particularly given that a number of Zoning Schemes are silent on parking requirements.

3.1.5. Public transport

Although generally the responsibility of the authorities, large scale developments may warrant the provision of public transport facilities. Standards and phasing of implementation should be specified.

3.2. PART B: STORMWATER MANAGEMENT

3.2.1. Stormwater Management Plan

A Stormwater Management Plan is required to form part of the application under consideration.

3.2.2 Site Analysis Plan

As part of the site analysis process, it is suggested that the developer prepare the following items to guide in the formulation of a stormwater management plan:

a) A checklist for easy identification of aspects to be considered as they emerge from the site analysis:

- Topography
- Geology and Soils
- Groundwater
- Climate
- Hydrology
- Natural Ecosystems (flora and fauna)
- Cultural and Historical Landscapes and Archaeological Sites
- Development Requirements
- Ownership Opportunities and Constraints
- Spatial Opportunities and Constraints
- Surrounding Developments
- Maintenance Capacity

b) A Site Analysis Plan that maps out the informants that have implications for stormwater management.

3.2.3 Conceptual Layout Plan

A general concept plan for the site layout should be developed, taking into account the legal and physical aspects of the site as developed through the site analysis process. This plan should indicate the location of different land-uses. This will influence the stormwater management conditions, and reflect some of the spatial requirements of the system.

3.2.4 Conceptual Stormwater Plan

The information gathered concerning the site and relevant legislation and policy documents as summarised in the Site Analysis Plan and Conceptual Layout Plan will then be used to draw up a Conceptual Stormwater Plan. This plan will indicate the major flow routes, natural features that will form a part of the stormwater system and areas, which are to be set aside for elements of the stormwater system such as attenuation ponds. It will then be modified and refined in the design phase.

3.2.5 Stormwater Design Reports

Designers shall base their design on a sustainable stormwater management system and all factors that will impact on the future operation and maintenance of the system must be considered.

Maintenance requirements shall be kept to an absolute minimum.

The Stormwater drainage design is to be based on the concept of Minor and Major systems as prescribed in the Guidelines for Human Settlement Planning and Design.

The difference in quantity between the pre and post development stormwater runoff must be accommodated on site where specifically required:

- Development Sites > 50 000 m²
 - Up to 50-year RI peak flow reduced to existing development levels. Evaluate the effects of the 100-year RI storm event on the stormwater management system, adjacent property, and downstream facilities and property. Manage the impacts through detention controls and / or floodplain management on-site.
- Development Sites 4000 m² – 50 000 m²
 - Combination of on-site and regional off-site measures to achieve requirements as for development sites >50 000m²
- Development Sites < 4000 m²
 - On-site runoff control measures not required but encouraged where practicable Regional off-site runoff control measures to be provided to achieve requirements as for development sites > 50 000m²

Planning of a stormwater drainage system must be in accordance with the Stormwater Master plans of Witzenberg Municipality. Any deviations to the Stormwater Master plans must be brought to the attention of the Director: Technical Services and must be thoroughly motivated.

Where the Stormwater Masterplans does not have any information on future developments for stormwater management, the following must be addressed in a stormwater management plan:

- Efficiency of the existing stormwater system to manage the current runoff of the catchment area where the development is located.
- Efficiency of the existing stormwater system to manage the runoff of the catchment area after the completion of the development.

- Efficiency of the existing stormwater system to manage the runoff a fully developed catchment area.

A design report, which might include a detailed stormwater management plan, to accompany the final design submission and must include the following design information:

- A plan of the catchment area showing all sub-catchments, pipe networks and pipe details where applicable.
- The relevant input data, such as: assumed land use, runoff coefficients, hydraulic grade lines, catch pit capacities, pipe loadings
- Method of calculating or selecting parameters and assumptions made.
- Design hyetographs.
- Method of computing attenuation volumes (where applicable).
- Basic geohydrology and opportunities to infiltrate stormwater.
- Relevant flood levels shown on a topographical plan.
- Pre- and post-development stormwater runoff and quality.
- Where a computer programme has been used to calculate the various runoff volumes, sample manual check calculations may be called for.
- Other services and their effect on the system to be taken into account.
- Description of the major elements of the downstream outfall system for a distance specified by the local authority (if requested).
- Stormwater impact assessment

The design of attenuation facilities/wetlands/open channels and riverine areas must include input from planners, environmentalists and others, so that the final design satisfies all requirements.

4. WATER AND SEWERAGE SERVICES

4.1. PART A: WATER SERVICES

4.1.1 Requirements of a Bulk Capacity Report

For new development to be considered for approval, a detailed bulk capacity report is needed upon submission of an application.

The bulk capacity report must address the following items and make recommendations regarding bulk and network upgrades needed for the development to be approved:

- The distribution zone where the proposed development will be located.
- Water demand of the proposed development.
- Present situation with regards to existing infrastructure (capacity).
- Reservoir storage capacity.
- Fire flow capacity.
- Implementation of master plan items.
- Minimum master plan items required for the development.
- Priority of water master plan items.
- Recommendation with incremental cost for the developer.

All applications must be accompanied by a layout plan, indicating all existing and proposed infrastructure, including valves, pipes etc.

Layout plans must also address all items identified in the bulk capacity report

4.2. PART B: SEWER SERVICES

4.2.1 Requirements of a Bulk Capacity Report

For new development to be considered for approval, a detailed bulk capacity report is needed upon submission of an application.

The bulk capacity report must address the following items and make recommendations regarding bulk and network upgrades needed for the development to be approved:

- The drainage area where the proposed development will be.
- Sewer flow from the proposed development.
- Sewer flow from other drainage areas that flows into the same system.
- Present situation with regard to existing infrastructure.
- Implementation of master plan items.
- Minimum items required for the development.
- Priority of sewer master plan items.
- Recommendation with incremental cost for the developer.

All applications must be accompanied by a layout plan, indicating all existing and proposed infrastructure including manholes, pipes, pump stations etc. Applicant must also submit sewer long sections.

Layout plans must address all items identified in the bulk capacity report.

5. ELECTRICAL SERVICES

5.1. PART A: PLANNING

5.1.1 Detailed Services Report

The Electro-Technical services department is responsible for all bulk infrastructure and reticulation networks within Witzenberg Municipal area, excluding Prins Alfred's Hamlet and The "Dorp Op die berg" which falls within the Eskom's Area of supply.

For new development to be considered for approval, a detailed services report is needed upon submission of an application. The detailed requirements of this report is stipulated in the next section.

5.1.2 Technical Report Requirements

The detailed services report shall be delivered to the Municipality in hard copies as well as a soft copy and shall address the following key areas:

- Details of the development team:
 - Contact person;
 - Appointed ECSA registered Electrical Engineer together with the person's ECSA registration number;
 - Contact details of all parties.
- Bulk services:
 - Point of supply;
 - Load requirements with load growth timeframes (kVA required vs Year Graph);
 - Typical load profile to determine influence on Municipal ND;

- Available capacity at the point of supply;
- Upgrades required;
- Connection details;
- Protection Coordination.
-
- Reticulation network:
 - Scope of development;
 - MV network if applicable;
 - Transformer loading calculations;
 - Positioning of transformers, miniature substations and switchgear;
 - Positioning of distribution kiosks, poles, anchors etc.
 - 24 Hour access to equipment with maintenance vehicles;
 - Cable network design parameters and simulations (Reticmaster print-outs or similar)
- Street lighting:
 - Public access or private area;
 - Technologies & lighting details;
 - Lighting design;
 - Responsibility for maintenance;
 - Metering of street lighting.
- Metering system and metering tariff:
 - Individual metering / Bulk metering.
- Energy Related:
 - Demand side management systems;
 - Energy efficiency implementations;
 - Renewable Energy to be implemented;
- Additional Points of supply (pump-stations etc.)
 - Cable network design parameters;
 - Responsibility for maintenance;
 - Metering of supply.
- Responsibility for the network:
 - Municipality or Responsible person
- Layout plans shall be supplied to the Municipality on a standardised scale (1:1000 preferred). The layout plans shall include all details such as:
 - Basic CAD requirements:
 - Scale;
 - North indicator;
 - Grid with Coordinates.
 - **Signature** of the **registered engineer** must appear on the **prints** together with the person's full name, address and ECSA registration number.

- Position of the electrical network;
 - Adjacent Electrical Services – Point of Supply.
 - Cable routes
 - Equipment positioning
 - Street light positioning
- Coordination plan indicating the position of the civil services;
- Sizing of equipment:
 - Transformers
 - Cables
 - Breakers
 - Earthing conductors
- Typical drawing of street light
- Position, specification and sizes of electrical ducts;
- Renewable energy connection details (as applicable);
- Metering positions;
- Municipal Access to equipment and meters.

Please note that the standard Municipal application for an electrical connection shall be completed and accompany the report.

5.2. PART B: TECHNICAL

5.2.1 Design

The design and complete project management as prescribed by the ECSA guideline shall be the responsibility of a registered Professional Engineer as a minimum requirement.

The Municipality shall be informed regarding the details and progress of the complete planning and implementation process.

The standard Municipal tariffs and charges shall be applicable to all applications.

All installations that will be handed over to the Municipality, shall conform to the Municipal Technical specifications. This is a separate document which is available on request. Should the installation not conform to this minimum requirements, the Municipality reserves the right to not take over the responsibility of the network until it has been rectified. A Bulk metering point shall be established in such instances. This is not preferred by the Municipality at this point in time.

It is required that the installation shall conform to the Municipal Technical Specifications. The Municipality can in such instances take over the network and implement an individual metering system within the development.

Should a bulk metering system be implemented, the development shall appoint a responsible person in terms of the OHS Act. Should such an appointment not be established, the electricity supply to the development may not be switched on until such time as this is rectified.

The residential network design shall be according to NRS 034;

The design shall compliment the Municipality's master planning for the area;

All design parameters shall be based on the minimum standards for voltage regulation as set out in NRS 048.

The following is highlighted:

- Planning meeting with the Electrical department to ensure a smooth approval process.
- The planning shall be done by a registered Professional Engineer;
- The residential network design shall be according to NRS 034;
- The design shall compliment the Municipality's master planning for the area;
- All design parameters shall be based on the minimum standards for voltage regulation as set out in NRS 048.
- Technical Report and electrical service plans to be submitted after discussions with the planning department to ensure a smooth approval process.
- Ensure Municipal feedback is included in the tender document;
- Ensure that Municipal requirements regarding the tender process is included;
- Ensure that the tender specifications conforms to the Municipal Technical Standards.
- The Consulting Engineer shall do quality inspections on a regular basis during construction as agreed with the developer, depending on the type of project;
- Status and inspection reports to be submitted to the Municipality for record purposes;
- The Municipality shall also conduct regular inspections during construction;
- A safety agent shall be appointed by the developer for the duration of the project to ensure compliance with the Occupational Health and Safety Act, 1993 (Act No.85 of 1993). Copies of safety reports to be submitted to the Municipality for record purposes;
- Photographic evidence shall be kept of all construction works and be submitted as part of the portfolio of evidence with the As built information;
- Switching of the network shall only be done by the Municipal authorised staff;
- A 7 day notice period shall be given for any switching required or any testing that must be witnessed.
- The as built data shall be submitted in GIS format as detailed in section 2 (Town Planning).
- All tests shall be conducted according to the relevant standards and shall be witnessed by the Professional Engineer and Municipal Engineer.
- The completed Bill of Materials shall also be submitted to the Municipality for asset management purposes;
- A test report shall be submitted to the Municipality.
- Should the Municipality not be represented during testing, the test shall be repeated at the cost of the developer.

6. SOLID WASTE AND CLEANSING SERVICES

6.1 Minimum requirements for vehicle access / waste collection

- 6.1.1. Access shall be provided in such a way that collection vehicles can complete the waste collection beats with a continuous forward movement.
- 6.1.2. The removal of solid waste is effected from the kerbside of a public street. Provision of communal Waste/Recycling storage areas/rooms will have to be provided on private property immediate adjacent to the nearest public road.
- 6.1.3. Further to 2) above, Waste/Recycling storage areas/rooms are to be provided for all premises other than single residential erven, the size of which will be determined in accordance with minimum requirements as specified by Solid Waste Collection Department.

- 6.1.4 A bay with minimum dimensions of 15m in length x 2,5m in width plus 45 degrees splay entrance, on a public street, must be provided where traffic flows or traffic sight lines are affected.

6.2. Standards and guidelines for waste / recycling storage areas / rooms

- 6.2.1 Provision of communal waste / recycling storage area / rooms must be provided next to the nearest public road for servicing cluster / estate developments.
- 6.2.2 A single, centralised waste / recycling area / room are required for each completed development. The only exception is the case of a single residential dwelling, where a waste storage area is not required.
- 6.2.3 The Waste/Recycling storage area/room shall be large enough to store all refuse produced on the premises, including all material intended for recycling.
- 6.2.4 The size of the waste / recycling storage area / room depends on the rate of refuse generation and the frequency of the collection service. For design purposes, sufficient space should be available to store one week's" refuse.
- 6.2.5 Where the premises might be utilised by tenants for purposes other than those originally foreseen by the building owner, the area shall be sufficiently large to store all refuse generated, no matter what the tenant's business may be. Room for future expansion is also desirable.
- 6.2.6 Waste storage area / rooms should be designed to cater for wheeled containers.
- 6.2.7 With regard to flats and townhouses, a minimum of 50 litres of storage capacity per person, working or living in the premises, is to be provided to allow for a "once a week" collection frequency.
- 6.2.8 Should designers be in any doubt regarding a suitable size for the Waste/Recycling storage area/room, advice should be sought from the Solid Waste Collection Department.
- 6.2.9 Should the waste / recycling storage area / room be located at a level different from the level of the street entrance to the property, access ramps are to be provided as stairs are not allowed. The maximum permissible gradient of these ramps is 1:7.
- 6.2.10 Council's Integrated Waste Management Policy (IWMP) requires that stored waste should not be visible from a street or public place. Suitably screen walls may be required in certain instances.
- 6.2.11 Access must be denied to unauthorised persons, and waste storage areas should be designed to incorporate adequate security for this purpose.
- 6.2.12 All waste / recycling storage area / rooms shall be approved by the Director: Technical Services prior to construction, to ensure that the Council is able to service all installations, irrespective of whether these are currently serviced by Council or other companies.

7. GENERAL CONDITIONS AND REQUIREMENTS FOR ENGINEERING SERVICES

7.1 Project Management

The following is highlighted in terms of the Project phases (according to the ECSA guideline):

7.1.1 Stage 1: Initiation Process

Planning meeting with the relevant department to ensure a smooth approval process.

7.1.2 Stage 2 & 3: Preliminary and Detail design Process

The planning shall be done by a registered Professional Engineer;

A preliminary design, to an acceptable scale, of the proposed infrastructure should be submitted to the Director: Technical Services for comment prior to the detail design. This is to allow for the setting of further requirements, specifications and conditions related to infrastructure, which must be considered in the detail design. Attention must be given to existing, planned and potential development in the vicinity of the development. It must be stated up front if a development will be implemented in phases.

The preliminary and detail designs must be in accordance with the Guidelines for Human Settlement and Design (Red book) requirements and standards. Any proposed deviation from the requirements and standards must be submitted together with a motivation report to the Director: Technical Services for consideration.

The following layouts must be included in the engineering drawings submitted with the design, if applicable:

- Earthworks Layout
- Existing services Layout
- Geometric Layout with cross sections
- Roads Long sections
- Road Marking and Signs Layout
- Traffic Signals Layout
- Stormwater Layout
- Stormwater Long sections
- Sewer Layout
- Sewer Long sections
- Water Layout
- Electrical Layout: MV reticulation
- Electrical Layout: LV reticulation
- Electrical Layout: Street Lighting
- Electrical Layout: Electrical Ducts Service Ducts Layout
- Layout Drawings of waste / recycling storage area
- Detail Drawings of all services
- Services Coordination Drawing

Drawings submitted to the Director: Technical Services for approval must be signed by a Registered Engineering Professional.

Drawings submitted must be accompanied by a detailed Engineering Design Report signed by a Registered Engineering Professional.

Approval of the design by the Director: Technical Services in no way absolves the Developer from any responsibility and/or liability in respect of the design.

The detail design of the proposed infrastructure must be approved prior to final building plan approval.

The Director: Technical Services may require the Developer to design and construct engineering services to service existing or future surrounding development by agreement.

The standard of workmanship and the materials used shall for the civil works shall be in accordance with SANS 1200. Witzenberg Municipality may however, specify amendments to SANS 1200.

7.1.3 Stage 4: Documentation and Procurement

Ensure Municipal feedback is included in the tender document;

Ensure that Municipal requirements regarding the tender process is included;

Ensure that the tender specifications conforms to the Municipal Technical Standards.

7.1.4 Stage 5: Construction Management & Quality Control

No construction work may commence before the approval of the detail design, in writing, by the Director: Technical Services, is given.

The Director: Technical Services must be informed in writing not less than 5 working days before construction is to commence.

An adequate level of supervision by a Registered Engineering Professional must be provided for the full duration of the works, as per ECSA guidelines. In this regard a proposal for site supervision must be submitted to the Director: Technical Services for approval before construction work commences.

The proposal shall include the name (or names where a team is required) of the individuals proposed, their CV's and the time that they will devote to on-site supervision on the project. Failure to adhere to the approved proposal may jeopardise clearance for separate registration of the properties. The Registered Engineering Professional may have no direct financial interest in the development, other than payment of standard professional fees for the work performed.

The Registered Engineering Professional shall arrange for any tests that may be necessary to determine whether the workmanship and materials conform to the required standards. The electrical department needs to witness all testing.

Status and inspection reports to be submitted to the Municipality for record purposes;

The Municipality shall also conduct regular inspections during construction;

A safety agent shall be appointed by the developer for the duration of the project to ensure compliance with the Occupational Health and Safety Act, 1993 (Act No.85 of 1993). Copies of safety reports to be submitted to the Municipality for record purposes;

Photographic evidence shall be kept of all construction works and be submitted as part of the portfolio of evidence with the As built information;

Switching of the network shall only be done by the Municipal authorised staff;

A 7 day notice period shall be given for any switching required or any testing that must be witnessed.

7.1.5 Stage 6: Close-out Process

The as built data shall be submitted in GIS format as detailed in Section 2.1.10 (Town Planning & Development) together with the Completion Certificate to the Director: Technical Services

The "as built" plans must accurately record any variation made to the approved design by the Registered Engineering Professional as well as any deviation from the design by the contractor during the course of construction.

All tests shall be conducted according to the relevant standards and shall be witnessed by the Professional Engineer and Municipal Engineer.

The completed Bill of Materials shall also be submitted to the Municipality for asset management purposes;

A close-out report showing that all the Director: Technical Service's specifications and requirements have been met, signed by the Registered Engineering Professional, must accompany the Completion Certificate.

Should the Municipality not be represented during testing, the test shall be repeated at the cost of the developer.

7.2 Traffic accommodation

7.2.1 All the necessary precautions to ensure the safety of all road-users must be taken while work affecting existing roads is in progress. All signs, barricades etc., must be displayed in accordance with Chapter 13 of the latest edition of the South African Road Traffic Signs Manual. Traffic flow is to be maintained at all times. Access to properties must be maintained at all times. Traffic accommodation plans are to be submitted by the Registered Engineering Professional to the Traffic Manager for comment and the Director: Technical Services for approval before construction work commences.

7.2.2 The development shall ensure that all infrastructure is accessible with the required service vehicles. In the case of substations and switchgear, the roads shall make provision for a truck to replace the equipment as and when required.

7.3 Condition and maintenance of existing infrastructure

7.3.1 The condition of all roads adjacent to the site of the works as well as the condition of the infrastructure systems immediately downstream of the works must be inspected by the Registered Engineering Professional together with an authorised representative of the Director: Technical Services prior to the commencement of any site works. The severity or extent of any damage, silt or blockages existing at this stage must be noted by both parties and any further damage, silting or blockages must be rectified at the Developer's expense.

7.3.2 Should no communication be received prior to the commencement of the site works, it will be assumed it that all infrastructure was in a good clean condition and any damage, silt accumulation and/or blockages found during construction and on handover will be deemed to have been caused by the Developer and must be reinstated at the Developer's expense.

7.3.3 Stormwater systems affected by the works shall be kept functional at all times and windblown sand removed from infrastructure on a regular basis.

7.3.4 When the construction period includes a break of more than 7 days (e.g. end of year shutdown) or when requested by the Director: Technical Services for shorter periods (e.g. long weekends or for special events), the Developer must leave behind and maintain the infrastructure and road reserve affected by the works in a safe and neat condition during those periods (e.g. all excavations in the road reserve must be properly reinstated prior to shutdown, all building material removed, traffic accommodation and signage maintained, and any windblown sand must be removed on a regular basis).

7.3.5 Subsequent to handover of any new infrastructure to Witzenberg Municipality, the Developer will remain responsible for any damage caused to the infrastructure by the ongoing activities of his contractors.

- 7.3.6 Where the Municipality is not the service provider of an engineering service, the Developer must satisfy the Municipality that adequate arrangements have been made to ensure services are rendered according to relevant legislation.

7.4 Existing services

- 7.4.1 The onus is upon the Developer to ascertain the positions of any existing services on site. The Developer must apply for the necessary wayleaves and/or permits from all service authorities including the Director: Technical Services, before any excavation or construction commences.
- 7.4.2 Should any additional unidentified services be exposed during the course of construction the Developer shall immediately notify the relevant authority concerned for further instructions.

7.5 Maintenance period

- 7.5.1 The Developer shall remain liable and be held responsible for all project related defects in respect of infrastructure for a period of twelve months from the issue of an acceptable Certificate of Compliance (clause 8.9 refers). The establishment period applicable to soft landscaping is twenty four months.
- 7.5.2 Regarding the above, the Developer shall furnish **proof** to Council of a bank guarantee equal to 5% of the value of the infrastructure constructed. The guarantee shall be to the satisfaction of the Director: Technical Services and valid for the twelve month maintenance period, which shall commence from the date of approval of the Certificate of Compliance.

7.6 Latent defects

- 7.6.1 Notwithstanding the 12-month maintenance period, the Developer will be held responsible for the repair and consequences of any latent defects that manifest itself.

7.7 Servitudes

- 7.7.1 Where approval has been granted for infrastructure (underground or overland), that will vest in Witzenberg Municipality, to cross private property, the Developer must ensure that this infrastructure is protected by a registered servitude in favour of Witzenberg Municipality. The Developer must make all arrangements to register the servitude. The cost of such registration, survey etc. will be for the Developer's account. It should however be noted that every effort should be made to avoid the need for servitudes. Proof shall be furnished of the registration of the servitude in the deeds office.

7.8 Completion Certificate

- 7.8.1 A certificate stating that all work has been carried out in accordance with the Director: Technical Services specifications and requirements, signed by the Registered Engineering Professional must be submitted together with the "As Built" drawings upon completion of the project.
- 7.8.2 Reference must be made to all pipeline and material testing and the certificate must confirm that the test results meet or exceed the requirements of the specifications. A copy of the relevant test results must be attached.
- 7.8.3 If in the opinion of the Director: Technical Services the certificate is not supported by adequate test results, the Council will require additional tests to be carried out by the Registered Engineering Professional at the cost of the Developer.
- 7.8.4 A clearance certificate for separate registration (clause 8.11 refers) will not be issued until the abovementioned requirements have been met.

7.9 Clearance for separate registration

A subdivision (or phase of a phased subdivision) will not be cleared for separate registration until such time as the works has been completed to the approved standards and specifications and certified by the Registered Engineering Professional.

7.10 Cost

7.10.1 The cost in respect of all of the above will be for the account of the Developer.

8. HEALTH AND SAFETY

8.1 The Developer's attention is drawn to the Construction Regulations 2014 (which pertain to the Occupational Health and Safety Act, Act 85 of 1993 that place certain responsibilities on the Developer as the client).

9. DEVELOPMENT CONTRIBUTIONS

Please refer to the **Development Charges Policy for Engineering Services for the Witzenberg Municipality**.

WITZENBERG

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- MEMORANDUM -

AAN / TO : Director: Technical Services
Municipal Manager
Committee for Technical Services
Council

VAN / FROM : Manager: Streets and Stormwater

DATUM / DATE : 18 August 2020

VERW. / REF : 16/4/P

WITZENBERG MUNICIPALITY: ROADS AND STORM WATER MASTER PLANS – JUNE 2020

1. Purpose

To consider approval for the Witzenberg Municipality's Roads and Storm water Master Plans, June 2020.

2. Reference

The following has reference; -

Witzenberg Municipality Roads Master Plan, Ref. C1758.Rev.01, June 2020 compiled by SMEC South Africa, follow the link; [\\poseidon1\Documents\Integrated Development Planning\Integrated Transport Plan\Roads and Storm water Master Plans 2020](#)

Witzenberg Municipality Storm water Master Plan, Ref. C1758.Rev.03, June 2020 compiled by SMEC South Africa, follow the link; [\\poseidon1\Documents\Integrated Development Planning\Integrated Transport Plan\Roads and Storm water Master Plans 2020](#)

3. Background

SMEC South Africa Pty (Ltd) was appointed by the Witzenberg Municipality on the 15th of January 2019 to undertake the Roads and Storm water Master Planning for the towns within the municipal area.

4. Overall Master Plan Objectives

The objectives for the completed Roads Master Plan are;

- Evaluate and analysis of existing documents to determine backlogs, current demands and capacity.
- Include a funding model and programme for the implementation of all the projects identified and prioritized.
- Evaluate the long-term viability of existing infrastructure to cope with the expansion and

augmentation, the need for new infrastructure and the timelines when the infrastructure will be required.

- Address the primary and secondary networks and the equipment to deliver reliable, safe and affordable service to all existing and future consumers within the area.
- Contain recommendations to assist the Witzenberg Municipality with acquiring land, register servitudes, undertaking Environmental Impact Assessments (EIA's) and the development of detailed designs for construction of the identified projects over the short, medium and long term.
- Should contain graphs, charts, maps, GIS, survey files, aerial photos, contour maps, cad files as far as practically possible to make it easily understandable for other less technical readers.

5. Roads Master Plan

5.1 Overview

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan.

The Vision for Witzenberg LM Roads Master Plan was formulated to be "To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality".

5.2 Scope of work

Determination of future demand - by considering growth patterns, spatial development, land use and the levels of service required within the framework of existing legislation and policy. This includes the identification and assessment of new developments required to meet future demand.

5.3 Methodology

The methodology followed was to take information from existing sector plans and update only the information on which the capacity analysis of the roads will be based. This will ensure that all the road-related information is reported in one document where a more integrated approach is taken. Note that negotiations with the property owner must precede any formal planning.

5.4 Current Road Network and Hierarchy

The municipal road network is in good condition, 59% of road network being in a very good to good condition, 30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3 years is R42.4 mil.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

5.5 Current Capacity of Roads

Traffic counts were done on 108 intersections. The AM & PM peak hours were extracted, and operational analysis were done for the current scenario and geometry. Only six intersections operated with an approach lower than LOS D.

The six intersections which previously exceeded LOS D, were further analysed at a 3.7% traffic growth over the next 5 years. Some proposal is made in terms of the upgrading of these intersections. An additional two intersections in Nduli which did not exceed the LOS D were also analysed with a growth of 3.7% over the next 5 years, as these intersections are expected to see a rapid growth in traffic volumes upon completion of the Vredebes development.

5.6 Hazardous Road Locations

Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

5.7 Public Transport

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service. There is a need to consolidate the various taxi ranks in Ceres. The site for the new taxi rank has been identified and should be pursued within the short to medium term.

5.8 Non-Motorised Transport

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. In the town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access. Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land-uses like schools, hospitals or community buildings.

5.9 Current Freight Situation

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term.

Mention is made of a Petro port truck stop facility outside Ceres. This would give the trucks a place to overnight and eliminate the current illegal parking within the Witzenberg LM towns.

5.10 Precinct Plans

Precinct planning were previously done in Ceres and Tulbagh. A variety of projects were proposed to connect nodes with general beautifying of the area, improve vehicular, pedestrian and cycle movements. The proposed cost for Ceres was R56 mil and R7.2 mil for Tulbagh.

5.11 Proposed New Road Network

New spatial plans from the 2020 SDF were used to assess new roads to be developed. Various new bridge connections were also identified in Ceres and Tulbagh.

5.12 Traffic Flows Improvements

The following proposals can be investigated;

- Bridge Connections
- One-way Road system in Ceres
- Arterial Management Planning – Vos Street, Ceres

5.13 Projects prioritization and cost estimates

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term.

The strategy for prioritising projects would be:

- All maintenance and repair actions should happen over the short and medium term;
- All small to medium size capital projects should happen over the short and medium term;
- All project likely to fall outside of this scope should happen over the long term;

- The initial work for the long-term projects (survey, planning and environmental), should be done over the short to medium term;

It can be expected that projects will be shifted forward or backwards as priorities change.

The Roads Master Plan has no legal standing within the Municipal environment, its projects must feed into the IDP where it will compare with other projects for municipal funding and resources.

Cost Summary

Projects Cluster	Short Term	Medium Term	Long Term
Roads, Bridges and Intersections	R104 450 623-00	R337 367 468-00	R246 929 949-00
Public Transport	R5 577 062-00	R3 500 000-00	
Non-motorised Transport	R57 332 620-00		
Total Cost	R167 360 305-00	R340 867 468-00	R246 929 949-00

6 Storm water Master Plan

6.1 Overview

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Storm water Plan. The urban areas to be evaluated in the Storm water Master Plan are Bella Vista, Ceres, Nduli, Op-die-Berg and Wolseley. Currently the Municipality only have Storm water Masterplans for Prince Alfred Hamlet and Tulbagh.

The Vision for Witzenberg LM Storm water Plan was formulated "To provide a database for the Witzenberg Municipality where all storm water data can be viewed, queried, stored, added, maintained and expanded.

6.2 Scope of work

The Storm water Master Plans must identify upgrades to the existing storm water system and propose new infrastructure in order to meet current and future infrastructure needs to accommodate growth. It must include a funding model and a programme for the implementation of all the projects identified and prioritized. It must evaluate the long-term viability of existing infrastructure to cope with expansion and augmentation."

6.3 Methodology

The identification of the catchments, major water courses, and the location of storm water outfalls proceeded the hydraulic analysis of the existing system. This was done using available data, surveys and aerial photography. Field inspections were required to assist with gathering of data due to the lack of accurate and current topographical survey data.

6.4 Existing storm water infrastructure

The existing storm water infrastructure within Witzenberg is made up of 68.6 km of reticulation and 35.6 km of open channel.

6.5 Conditional Assessment

The condition of the storm water infrastructure was assessed based on blockage and structural integrity. 92% were found to be less than 25% blocked, 3% were found be partially blocked, and 5% were full of material (litter or debris). 46% of the structures were in a good condition, 39% were found to be in fair condition, and 15% were found to be in poor (damaged or broken) condition.

6.6 Catchment Boundaries

The delineation of catchment boundaries of the various sub-catchments in each town were determined by the main infrastructure routes of the existing storm water system, the surveyed invert levels, contour data, land use, and the cadastral layout. Roads served as cut-offs and were used to delineate the boundaries of the sub-catchments.

6.7 Hydraulic Analysis and Assessment

The storm water model constructed in PCSWMM was used to analyse the existing capacity of the minor and major storm water system for a range of storm events (1:2 year to the 1:50 year storm events). A moderate amount of conduits in the minor system per town have insufficient capacity for the 1:2-year and 1:5-year storm events.

For the study area 28% of the Witzenberg PCSWMM model (existing minor system) require new storm water infrastructure (upgrades, replacements and additional storm water systems).

Pipe replacement and new minor systems for resolving the problem areas are proposed in this report, together with preliminary cost estimates. Costs have been calculated for each conduit that requires upgrading or new infrastructure to increase the capacity of the existing storm water network.

The total cost estimate for the installation and upgrading of the local minor storm water network to either the 1:2 year and 1:5 year return period standard amounts to R180.8 million, excluding long-term upgrade proposals, and R190.2 million including long-term upgrade proposals.

The PCSWMM model for the Witzenberg catchments runoff and storm water system can be adapted and used to investigate various alternative solutions to the identified storm water problem areas and problems that have not yet materialised. It would be useful to maintain the model by updating the database (shapefiles) as development in the catchment occurs. Either this work can be done by the consultants, or by the municipal staff, in which case it will be necessary for the staff to obtain a working knowledge of the PCSWMM computer software.

The hydrological analyses have indicated that the future developments require the inclusion of detention facilities in the modelling in order to reduce the estimated post-development flood peaks to the predevelopment flood peaks.

Where practically possible, developments should be required to accommodate the difference between the pre and post- development run-offs up to the 1:50 year flood, on the development.

This will reduce major and minor storm water run-off and improve water quality. The detention ponds modelled and proposed to be implemented to reduce the future peak floods within Witzenberg Municipal area. The high level cost estimate to construct these detention ponds amounts to R159.9 million. The bulk storm water infrastructure required to connect the future developments to existing watercourses or the existing storm water network amounts to R19.7 million. The proposed bulk storm water infrastructure required for each future development is summarised per town.

The main concern is that developments within Ceres and Wolseley are within the 1:50 Koekedouw Flood lines. A detailed flood line analysis is required to indicate if a major storm event will lead to flooding of developments, excessive erosion and overbank flows.

It is recommended that the accuracy of information on which some of the assumptions and models were formulated, be checked and verified. A LiDAR survey should provide accurate topographical information of manhole cover levels, water courses and rivers within the towns of Witzenberg Local Municipality. This will allow the checking and verification of pipe and channel levels. This will be done by means of some field measurements after the survey. This new information will in turn update the Storm water Master Plan information to more accurate information. The cost of this process would roughly be ± R1.3 million.

7. Recommendation

That the Committee for Technical Services recommend to The Mayoral Committee and Council that the "Witzenberg Municipality's Roads and Storm water Master Plans, June 2020.", be workshopped by Council and after that be tabled to Council for adoption.



E LINTNAAR
SENIOR MANAGER: STREETS AND STORMWATER

**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



MEMORANDUM

AAN / TO: MUNICIPAL MANAGER
VAN / FROM: ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER
DATUM / DATE: 24 August 2020
VERW. / REF.: 7/1/4/1



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

Item 7.1 of the meeting of the Committee for Community Development, held on 23 July 2020, refers.

1. Premise

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.

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.

Subsequently the rental for the building was advertised.

2. Criteria

The following criteria was stipulated for the application for the rental of the building.

- Applicant must be a registered entity for example a NPO or NGO.
- The utilization of the building must be for the benefit of the broader community.
- Only applications for utilisation of the building for social or community development purposes will be considered
- Locally based organisations will receive preference.
- The building is leased "voetstoots"

3. Applications received

The applications received is attached as Annexures. Below is a summary of applications received:

<u>Name of organization</u>	<u>Proposal</u>	<u>Does it meet criteria?</u>	<u>Remarks</u>
Pine Valley Neighborhood Watch	To utilize the building as head quarter for the Pine Valley Neighborhood watch; a station where people can call to with complaints in order for the Neighborhood Watch to react more swiftly on criminal activities. The goal of the neighborhood watch is to ensure more efficient and effective crime prevention services in Pine Valley.	Meet some of the criteria: Not NPO or NGO registered (they have communicated in email that they are busy with registration for a NGO). Locally based organization. Social and community development purpose. Will benefit broader community of Pine Valley.	Main use will be for the benefit of the broader community of Pine Valley. The Neighborhood Watch have indicated that they will pay the monthly municipal account. The Neighborhood Watch will provide opportunity for the "Heilige Tabernakel van God" church to utilize the building.
"Heilige Tabernakel van God" (Holy Tabernacle of God)	To use the building for church ceremonies and church related activities.	Meet some of the criteria: Locally based organization. NPO registered. Will benefit broader community of Pine Valley.	Main use will be for the congregation. The application will however, also benefit the broader community of Pine Valley, due to the indication (email correspondence) that the church will, during the week, utilize the building for a soup kitchen to serve the community. Church will be able to pay the monthly municipal account. Church will give opportunity to the Pine Valley Neighborhood Watch to utilize the building.
Vrolike Vinkies	Develop a youth and adult daycare for persons with disabilities, together with programmes.	Meet some of the criteria. NPO registered Social and community development purpose. Will benefit broader community. Not locally based organization (situated in Ceres).	Will benefit people with disabilities and address a specific need (adult-based persons with disabilities). Vrolike Vinkies will be able to pay the monthly municipal account.

4. **RECOMMENDATIONS:**

- a) That the Committee for Community Development provide inputs regarding the above mentioned proposals and recommend an applicant for the lease of the Old Malikhanye crèche building to MAYCO and Council
- 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) That the property that is to be leased not be required for provision of minimum level of basic services (MFMA Section 14.2 a).
- d) That the fair market value not be applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 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.



WITZENBURG

7/1/4/1
Rica

AANSOEKVORM VIR MUNISIPALE EENDOM

Die aansoekvorm bestaan uit 3 bladsye (9 afdelings) en moet volledig voltooi word. Indien daar 'n seksie is wat nie van toepassing is nie, dui dan aan "nie van toepassing".

A)

Informasie van applikant (aan wie korrespondensie gestuur gaan word):

Datum van aansoek	13-08-2020		
Kontakpersoon	EBEN KAMFER		
Entiteit van applikant (Maatskappy, Alleenmanskap, Vennootskap, Koöperatief, NPO, Individue)	N.P.O		
Adres:	HOPE STR. 84 PINE VALLEY WOLSELEY		
Pos adres	1 HOPE STR. 84 PINE VALLEY WOLSELEY		
Kontaknommer	0633387545	Epos	accounts@trastevere.co.za

B)

Is die aansoek vir: (dui aan met "x")	Is die aansoek vir: (Dui aan met "ja" of "nee")	Beskrywing van grond waarvoor aansoek gedoen word (erf nommer of ligging of straat nommer of naam van gebou)
Vakante Munisipale grond	Huur?	JA
	Koop?	OU MALIKHANYE GEBOU
Munisipale grond met besette gebou en/of met beskikbare spasie	Huur?	
	Koop?	

C)

Kort beskrywing van voorgestelde plan vir die aansoek om munisipale grond (u kan addisionele inligting in die dokument aanheg)

MAANDAG: ORKESBYEENKOMS	SATERDAG: OOP VIR RUGBY -
DINSdag: SOPKOMBUS	SOSIALE EN GEMEENSKAPLIKE
WOENSDAG: BIDUUR	VERGADERINGS VIR GEMEENSKAP
DONDERDAG: UITREIKING	SONDAG: EREDIENS
VRyDAG: JEUGBYEENKOMS	

D)

Watter munisipale dienste word benodig vir die besigheid by die Munisipale grond? (dui aan met "x")

Elektriese verbinding	X
Water	X
Riool	X

E)

Hoe gaan die voorgestelde projek op die munisipale grond befonds word? (dui aan met "x")	Beskryf aangedulde befondsing
100% eie befondsing	X DEUR TIENDES FUNKSIES. OFFER EN MY EIE BEFONDSING.
Gedeeltelik befonds	
Geen fondse beskikbaar	



F)

Besigheid informasie (dui aan met "x")		
Huidige gevestigde besigheid/maatskappy?	Ja	Nee <input checked="" type="checkbox"/>
Beginner onderneming/maatskappy?	Ja	Nee <input checked="" type="checkbox"/>
Geen onderneming/maatskappy	Ja	Nee <input checked="" type="checkbox"/>

G)

Huidige gevestigde besigheid/maatskappy/koöperatief/NPO	
Hoeveel jaar is die besigheid/entiteit operasioneel?	6 JAAR
Wat is die maandelikse inkomste vir die besigheid/entiteit? (voor uitgawes)	R 3000.00
Wat is die totale maandelikse uitgawes?	R 500.00
Verskaf 'n kort oorsig oor die maandelikse uitgawes	Petrol, Telefoon
Hoeveel werknemers werk in die besigheid/entiteit?	N.V.T
Hoeveel kliënte of kontrakte word gedien of produkte verkoop per maand?	N.V.T

H)

Die volgende dokumente moet aangeheg word aan die aansoek as die applikant 'n Maatskappy, Alleenmanskap, Vennootskap, Koöperatief of NPO is:

Besigheidregistrasie &/of belastingklaringsertifikaat	Is die dokument aangeheg?	Ja/Nee
Die volgende dokumente moet aangeheg word by alle aansoeke:		
Gesertifiseerde kopie van ID (alle aansoeke)	Is die dokument aangeheg?	Ja/Nee
Besigheidsplan (alle aansoeke)	Is die dokument aangeheg?	Ja/Nee

I)

Verelstes vir die inhoud van die besigheidsplan (alle afdelings moet ingesluit word)		
Naam van besigheid of individue & kontak informasie	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Beskrywing van besigheid (indien aansoeker 'n besigheid/entiteit is)	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
- Tipe besigheid, doelwitte van die besigheid/entiteit - Produk/diens wat die besigheid aanbied	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Kliënte basis (indien aansoeker 'n besigheid/entiteit is)	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
- Oorsig van kontrakte of kliënte wat gedien word (teikenmark)	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Bestuur	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
- Ervaring van die eienaar/aansoeker - Kwalifikasies of opleiding ontvang	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Oorsig van Projekplan vir die Munisipale grond	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
- Erf of straatnommer - Wat die plan behels en wie die teikenmark of kliënte sal wees - Hoe sal die applikant & die gemeenskap voordeel trek; hoeveel werk word geskep - Navorsing gedoen om die lewensvatbaarheid van voorgestelde projek te bepaal - Begroting vir die voorgestelde projekplan - Oorsig van befondsing: volledige beskrywing van hoe plan befonds gaan word	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
Bestuur ervaring	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee
- Ervaring in die voorgestelde projek - Enige opleiding ontvang in die veld van die voorgestelde projek	Is hierdie ingesluit in die besigheidsplan?	Ja/Nee

- Neem kennis dat die verkoop van alkohol op munisipale elendom verbode is

Dien asseblief die voltooiëde vorm in by die Arglewe Afdeling by 50 Voortrekker Straat, Ceres, 6835 of e-pos aan admin@witzenberg.gov.za

EBEN KAMFER
VOLLE NAME IN BLOKLETTERS

HANTEKENING

05-03-2020
DATUM



Administratiewe Afdeling alleenlik:

	Gemeenskaps- dienste: Rampdienste	Gemeenskaps- dienste: PEO Afdeling	Gemeenskaps- dienste: Behuising	Tegniese Dept: Strate en storm- water	Dept: Stads- beplanning	Dept: Riool & water	Tegniese Dept: Elektries
Datum ontvang							
Datum insette gestuur:							

13 Augustus 2020

Hiermee wil Die Heilige Tabernakel van God Kerk aansoek doen vir die huur van die ou Malikhanye gebou te Pine Valley Wolseley. Ons sal graag die gemeenskap van Wolseley wil bedien in die saal. Ons verneem reeds dat van die omheining gesteel is en om verdere vandalisme te voorkom wil ons graag so gou as moontlik gebruik maak van die gebou, want dit kan lei tot verdere ongeruimdhede wat ons kinders se lewens kan verwoes. As voorsitter van die Buurtwag sal ek ook die gebou beskikbaar stel vir buurtwag byeenkomste. Ons as Gemeente sal volle verantwoordelikheid aanvaar vir die instandhouding van die gebou sou u ons aansoek aanvaar. Hier is ook 'n voorbeeld van hoe ons tyd sal bestee in die gebou:

MAANDAG : Orkesbyeenkoms

DINSDAG : Sopkombuis

WOENSDAG : Biduur

DONDERDAG : Uitreiking

VRYPDAG : Jeugbyeenkoms

SATERDAG : Oop vir rugby – sosiale en gemeenskaplike vergaderings bv. Buurtwag vergaderings

SONDAG : Erediens

Die uwe

Pastoor E. Kamfer



Cell: 063 338 7545



Certificate of Recognition

It is hereby certified by the leaders of

Heilige Tabernakel van God

LISTING NUMBER
NRIC/20121026/1408/12

OFFICIAL ADDRESS
5 Greymead Street
Northpine
BRACKENFELL
7560

THAT

Moderator

Theunisen Booysen

Id No. 621103 5089 08 2

Pastor

Date:

**Is the recognized Founder
of the Church**

Date:

Deacon

Certificate issued according to the constitution of the church and
in the name of the Church Leadership

Listed with the National Register of Independent Churches at Pretoria under electronic reference

P1408-12

GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in u handtas.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat by die Sake eier in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gapers word aan die naaste streek-distrikantoor van die DEPARTEMENT VAN SUID-AFRIKA.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in the pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional office of the DEPARTMENT OF HOME AFFAIRS.

I.D. No. 720725 5162 08 7



S.A. BURGER/S.A. CITIZEN

VAN/SURNAME

KAMFER

VOORNAME/FORNAME

EBEN

GEBORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBORTE DATUM/
DATE OF BIRTH

1972-07-25



DATUM UITGEREIK
DATE ISSUED

1996-10-07

UITGEREIK OP BESAG VAN DIE
DIREKTEUR-GENERAAL:
SUID-AFRIKA

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS

10 AUG 1993

...nietse, dis ook onwettig om te gebruik in enige vorm of op enige manier.

[Handwritten signature]
82-1
WESTER
Handwritten signature / Stamp

Riaan Fick

From: Leandra Willemse <accounts@trastevere.co.za>
Sent: Friday, 21 August 2020 10:27
To: Riaan Fick
Subject: FW: Insake: Heilige Tabernakel van God aansoek: Ou Malikhanye creche gebou
Importance: High

Ek wil ook byvoeg dat die Heilige Tabernakel van God die gebou ook gedurende die week gaan gebruik vir 'n sopkombuis en om die gemeenskap te bedien.

From: Leandra Willemse [mailto:accounts@trastevere.co.za]
Sent: 21/August/2020 10:20
To: 'Riaan Fick'
Subject: RE: Insake: Heilige Tabernakel van God aansoek: Ou Malikhanye creche gebou
Importance: High

Goeie dag

Hiermee bevestig ek, Eben Kamfer dat die Heilige Tabernakel van God die munisipale rekening van die Malikhanye gebou elke maand sal betaal. Ek bevestig ook dat ons geleentheid aan die Pine Valley buurtwag sal gee om die gebou te gebruik.

Vriendelike groete

E. Kamfer

From: Riaan Fick [mailto:riaan@witzenberg.gov.za]
Sent: 21/August/2020 10:03
To: accounts@trastevere.co.za
Subject: Insake: Heilige Tabernakel van God aansoek: Ou Malikhanye creche gebou

Geagte Mnr Kamfer,

In sake die aansoek vir die huur van die ou Malikhanye crèche gebou.

Kan u asb die volgende bevestig:

- Dat die Kerk die munisipale rekening sal vereffen van die erf& gebou (sou die Witzenberg Raad die aansoek goedkeur)

Kan u ook asb u gesprek rakende die vergunning dat die kerk die buurtwag sal geleentheid gee om die gebou te gebruik (soos per telefoon verduidelik) te bevestig.

Vriendelike groete,

Riaan Fick
Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling
Departement: Gemeenskapsdienste
Witzenberg Munisipaliteit
Tel: 023-316-1854/Faks: 023-316-1877
www.witzenberg.gov.za



7/1/4/1
Rico

Die aansoekvorm bestaan uit 3 bladsye (9 afdelings) en moet volledig voltooi word. Indien daar 'n seksie is wat nie van toepassing is nie, dan aan "nie van toepassing".

A)

Informasie van applikant (aan wie korrespondensie gestuur gaan word):	
Datum van aansoek	17 August 2020
Kontakpersoon	MR. EBEN KAMFER
Entiteit van applikant (Maatskappy, Alleenmanskap, Vennootskap, Koöperatief, NPO, Individue)	Buurtweg
Adres:	Hopestraat 84, Pine Valley, Walsley
Pos adres	Hopestraat 84, Pine Valley, Walsley
Kontaknommer	0633387545 Epos kevin@wart220@gmail.com

B)

Is die aansoek vir: (dui aan met "x")	Is die aansoek vir: (Dui aan met "ja" of "nee")	Beskrywing van grond waarvoor aansoek gedoen word (erf nommer of ligging of straat nommer of naam van gebou)
Vakante Munisipale grond	Huur?	Ja
	Koop?	NEE
Munisipale grond met besette gebou en/of met beskikbare spasie	Huur?	Ja
	Koop?	NEE

C)

Kort beskrywing van voorgestelde plan vir die aansoek om munisipale grond (u kan addisionele inligting in die dokument aanheg)
⇒ Is om die gebou te gebruik as a buurtweg fasiliteit om ons gemeenskap te beveilig en ook munisipale eiendomme bv. Saal, Sportgrond te beveilig.

D)

Watter munisipale dienste word benodig vir die besigheid by die Munisipale grond? (dui aan met "x")	
Elektriese verbinding	X
Water	X
Riool	X

E)

Hoe gaan die voorgestelde projek op die munisipale grond befonds word? (dui aan met "x")	Beskryf aangeduide befondsing
100% eie befondsing	X
Gedeeltelik befonds	X
Geen fondse beskikbaar	

E K

F)

Besigheid informasie (dui aan met "x")		
Huidige gevestigde besigheid/maatskappy?	Ja	Nee <input checked="" type="checkbox"/>
Beginner onderneming/maatskappy?	Ja	Nee <input checked="" type="checkbox"/>
Geen onderneming/maatskappy	Ja <input checked="" type="checkbox"/>	Nee

G)

Huidige gevestigde besigheid/maatskappy/koöperatief/NPO	
Hoeveel jaar is die besigheid/entiteit operationeel?	6 mnde
Wat is die maandelikse inkomste vir die besigheid/entiteit? (voor uitgawes)	Green inkomste gemenskaplik
Wat is die totale maandelikse uitgawes?	ons betel in gemeenskap veiligheid
Verskaf 'n kort oorsig oor die maandelikse uitgawes	ons betel in gemeenskap veiligheid met ons eie fondse bv. R1400 per naweek; R5600 p.m
Hoeveel werknemers werk in die besigheid/entiteit?	ons het 40 volunteers
Hoeveel kliënte of kontrakte word gediens of produkte verkoop per maand?	N/V

H)

Die volgende dokumente moet aangeheg word aan die aansoek as die applikant 'n Maatskappy, Alleenmanskapp, Vennootskap, Koöperatief of NPO is		
Besighedsregistrasie &/of belastingklaringsertifikaat	Is die dokument aangeheg?	Ja/Nee
Die volgende dokumente moet aangeheg word by alle aansoeke		
Gesertifiseerde kopie van ID (alle aansoeke)	Is die dokument aangeheg?	Ja/Nee
Besighedsplan (alle aansoeke)	Is die dokument aangeheg?	Ja/Nee

I)

Vereistes vir die inhoud van die besighedsplan (alle afdelings moet ingesluit word)		
Naam van besigheid of individue & kontak informasie	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
Beskrywing van besigheid (indien aansoeker 'n besigheid/entiteit is)	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
- Tipe besigheid, doelwitte van die besigheid/entiteit - Produk/diens wat die besigheid aanbied	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
Kliënte basis (indien aansoeker 'n besigheid/entiteit is) - Oorsig van kontrakte of kliënte wat gediens word (teikenmark)	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
Bestuur - Ervaring van die eienaar/aansoeker - Kwalifikasies of opleiding ontvang	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
Oorsig van Projekplan vir die Munisipale grond - Erf of straatnommer - Wat die plan behels en wie die teikenmark of kliënte sal wees - Hoe sal die applikant & die gemeenskap voordeel trek; hoeveel werk word geskep - Navorsing gedoen om die lewensvatbaarheid van voorgestelde projek te bepaal - Begroting vir die voorgestelde projekplan - Oorsig van befondsing: volledige beskrywing van hoe plan befonds gaan word	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
Bestuur ervaring - Ervaring in die voorgestelde projek - Enige opleiding ontvang in die veld van die voorgestelde projek	Is hierdie ingesluit in die besighedsplan?	Ja/Nee

- Neem kennis dat die verkoop van alkohol op munisipale eiendom verbode is

Dien asseblief die voltooide vorm in by die Argiewe Afdeling by 50 Voortrekker Straat, Ceres, 6835 of e-pos aan admin@witzenberg.gov.za

EBEN KAMFER
VOLLE NAME IN BLOKLETTERS

[Handtekening]
HANDTEKENING

17-08-2020
DATUM

Administratiewe Afdeling alleenlik:

	Gemeenskaps- dienste: Rampdienste	Gemeenskaps- dienste: PEO Afdeling	Gemeenskaps- dienste: Behuising	Tegniese Dept: Strate en storm- water	Tegniese Dept: Stads- beplanning	Tegniese Dept: Riool & water	Tegniese Dept: Elektries
Datum ontvang							
Datum insette gestuur:							

GEREGISTREERDE WOON- EN POSADRES

1. Bewaak die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakke.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, by straatnaam en/of nommer, ens., verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakke agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naste streeklusdistrikantoor van die DEPARTEMENT VAN BINNENLANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional district office of the DEPARTMENT OF HOME AFFAIRS.

I.D. No. 720725 5162 08 7



S.A. BURGER/S.A. CITIZEN

VAN/SURNAME

KAMFER

VOORNAAM/FORNAME

EBEN

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBOORTEDATUM/
DATE OF BIRTH

1972-07-25



DATUM UITGEREIK/
DATE ISSUED

1996-10-07

UITREKER OF GEGAG VAN DIE
DIREKTOR-GENERAAL:
BINNENLANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS

18 AUG 2000

Die getuig is nie.

64847

ESEN

18 AUG 2000

Pine Valley Neighborhood Watch



PINE VALLEY NEIGHBOURHOOD WATCH

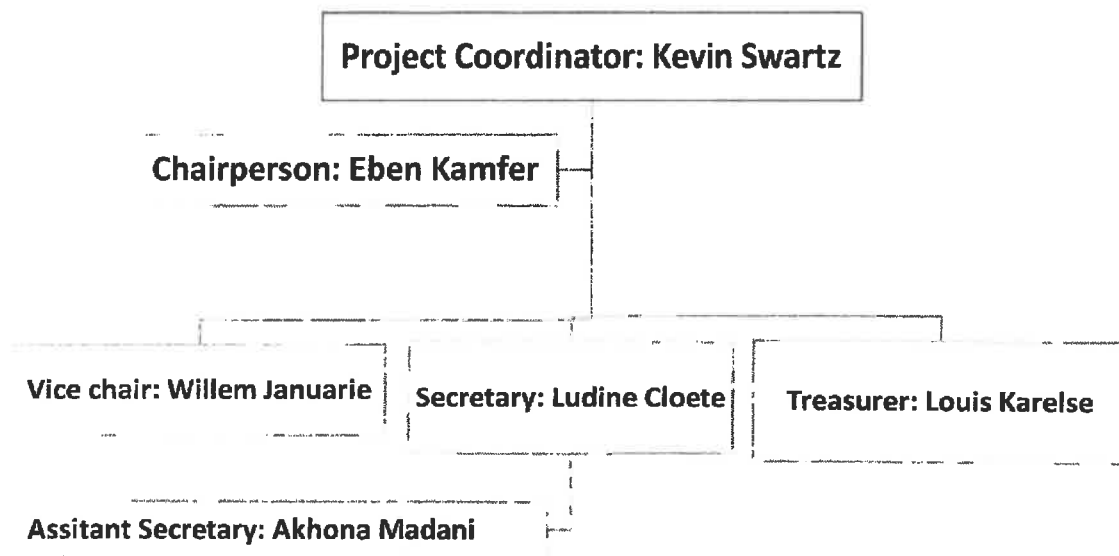
Proposal Application – Malikhayne Crèche Pine Valley

Contact Persons: Chairperson – Eben Kamfer: 063 338 7545

Vice chair – Willem Januarie: 079 596 8098

Coordinator – Kevin Swarts: 082 885 1929

Management Structure



Additional members

- Esmeralda Maarman
- Maxwell Andrews
- Saralene Botha
- Ryno Sigila

Background

This year 8 March 2020 Mr. Kevin Swartz a member of the South African Police service, who grew up in this area mobilized a group of people from the community involving some spiritual leaders (Pastors), woman and men as well as the youth to get involved in this neighbourhood watch initiative that strive to work together with the local Police station to build a safer community.

The increase in crime serious crimes such as murders, armed robberies, drug dealing, house breakings and theft, cable theft, assault, domestic violence and rape and community vandalism of municipal assets such as the sports ground facilities that was totally destroyed by criminal elements that hide out in our community. The need for community crime prevention initiative was birth that involved the local citizens of our community of Pine Valley, which is when the Pine Valley Neighbourhood watch was formed.

Our crime prevention initiative immediately made a huge impact in our community. When the Police station Commander welcome the team on the ground within 2 weeks crime in our community was reduce.

Membership

Our members are very loyal, discipline, dedicated and takes their duties seriously. Members of the Pine Valley Neighbourhood Watch is open to all above the age of eighteen (18) who reside in the area. The neighbourhood watch consists out of + 40 male and female members. All our members are active, responsive and dedicated towards the neighbourhood watch. It is the responsibility of members to stay informed about issues in their neighbourhood and community.

Objectives

- Safer streets and homes, community and stronger relationships with law enforcement.
- Foster a spirit of public awareness within Pine Valley community regarding safety, crime prevention and the protection of community members and their property.
- Encourage the community to work closely with the neighbourhood watch and Wolseley Police and any other Police as defined.
- Ensure that the Pine Valley Neighbourhood Watch acts within the framework of the law.
- Assist the Police in any lawful manner concerning the prevention of crime in Pine Valley.

Application for the Malikhanye crèche

Our neighbourhood watch want too continuous to work and make a difference in our community but we need the support from our municipality to set up a headquarters because we don't have any place to drive our initiative from and we believe that this facility will enable us to be so much more efficient and effective in our community crime prevention efforts.



Private Bag X4
WOLSELEY 6830

TEL : (023) 231 8000
Fax : (023) 231 8022

YOUR REFERENCE/U VERWYSING:

THE STATION COMMANDER
WOLSELEY

MY REFERENCE/MY VERWYSING: 27/5/2/1

ENQUIRIES/NAVRAE: CAPT DC FARAO

2020-08-19

TEL. NR.: 023-231 8001

TESTIMONIAL LETTER FOR PINEVALLEY NHW : WOLSELEY

1. This office would like to bring the following under your attention :
2. Pinevalley Neighbourhood watch is an establishment for the community of Wolseley, out of the community of Wolseley.
3. They was established during 2020 and are currently a group of 40 dedicated members of this community, without prejudice serving every member of this community in their fight against crime.
4. They do this duty and the responsibilities attach to it, without money or any allowances and they don't ask for any of it, they do it on a voluntary basis.
5. What is a fact, is that property crime such as housebreakings and thefts and violent crime like robberies and armed robberies, significantly dropped due to the involvement of this members.
6. What is genuine also about them as a group, is that they use their own equipment to make Wolseley a safer place to live for everyone.
7. They will be better of service to the community if they can have a office or structure to work from as there is currently no gathering point for them or office, which they can call their own.

I hope this testimonial letter will help them in their efforts to get the necessary accommodation they so urgently require.

Thank you in advance.

.....: CAPT
DC FARAO : WOLSELEY
STATION COMMANDER





Msuthwana Holdings (Pty) Ltd

Reg. 2019/334840/07

22 Stamper Street, Wolseley, Western Cape, 6830

18 Augustus 2020

Witzenberg Munisipaliteit
Voortrekkerstraat 50
Ceres
6835

Insake: Munisipale Gebou in Wolseley Beskikbaar vir verhuring: Ou Malikhanye Gebou in Pine Valley (Gedeelte van Erf 1): Ondersteuning vir aansoek van Pine Valley Neighbourhood Watch

Bogenoemde aangeleentheid het betrekking.

Hiermee bied ons onderneming graag ons ondersteuning vir die aansoek om verhuring en beskikbaarstelling van die Ou Malikhanye Gebou in Pine Valley aan die Pine Valley Neighbourhood Watch.

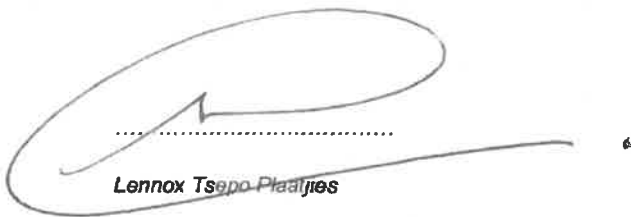
Die Pine Valley Neighbourhood Watch is 'n belangrike skakel in die Pine Valley gemeenskap, wat deur hul programme en gemeenskapswerk, grotendeels bydra tot misdaad-bekamping, gemeenskapsveiligheid en die uitbou van sosiale harmonie in Pine Valley.

Dit is ons observasie dat geweld en ander misdade drasties afgeneem het in Pine Valley, sedert die stigting van die Pine Valley Neighbourhood Watch in Maart 2020.

As plaaslike onderneming, ondersteun ons dus graag hul aansoek vir die verhuring van bogenoemde gebou.

Ek hoop u vind hierdie skrywe in orde.

Vriendlike groete,



Lennox Tsapo Plaatjies

Besturende Direkteur

Msuthwana Holdings (Pty) Ltd

22 STAMPER STREET
WOLSELEY
WESTERN CAPE, 6830



Pine Valley Neighborhood Watch

Undersigned is a petition form of Pine Valley community who agree to the Old Malikhanye crèche building be granted to Pine Valley Neighborhood watch for their operations.

Name & Surname	Address	Signature
Petrus Mlodde	11	P. Mlodde
Tomas Cloete	Vigilante Str. 14	T. Cloete
Mia Sigila	Vigilante Str. 10	M. Sigila
Miara Dugal	Pine Straat 1	M. Dugal
Vera Lieman	Pine Straat 10	V. Lieman
Belinda Lieman	Pine Straat 10	B. Lieman
L. Inge September	Pine Straat 10	L. September
Ronaldo Lieman	Pine Straat 10	R. Lieman
Khaya Steenkamp	Pine Straat 10	K. Steenkamp
Ziyanda LOUW	Pine Straat 12	Z. Louw
Andrew LOUW	11	A. Louw
S. Baleni	11	S. Baleni
Veroesca Cloete	Pine Str. 6	V. Cloete
August Wolde	Pine Sultana Str. 21	A. Wolde
Nomthandazo Majola	Pine Str. 22	N. Majola
Valerie Majola	Pine Str. 22	V. Majola
Bongani Majola	Pine Str. 22	B. Majola
Viola Tshuic	Pine Str SULTANA	V. Tshuic
Mary Huisies	Boszarria Str. 12	M. Huisies
Dorothea De Bruin	Pine Straat 20	B. De Bruin



Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Olivia Paulse	MPK 11	O. Paulse
Paulicia Paulse	MPK 11	P. Paulse
Elsie Bless	Zwelitsha str. 16	E. Bless
Maria Filander	Boshou Khutjeskroon	M. Filander
Colin Bless	Sullana Str. 15	C. Bless
Randall Vermeulen	Bloekomlaan	R. Vermeulen
Sophie Samela	Zwelitsha str. 12	S. Samela
Julene Cedras	Zwelitsha Str. 10	J. Cedras
Esmerelda Solomoni	Zwelitsha str. 16	E. Solomoni
Aletta Jacobs	Zwelitsha Str 7	A. Jacobs
Vivian Manguthu	Thandani str. 36	V. Manguthu
Margrieta Magasie	Zwelitsha Str 8	M. Magasie
Emily Ndoye	Zwelitsha str 5	E. Ndoye
Lewis Ndoye	" " "	L. Ndoye
Magdalena Julius	" " "	M. Julius
Peter Julius	" " "	P. Julius
Emile Swartz	" " "	E. Swartz
ANDREW ROBERTS	" " "	A. Roberts
Gordon NAZIEL	Zweleni STR.	G. Naziel
Annette Bless	Altona	A. Bless



Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Rolan Botha	Pine Str 210	R. Botha
Elmine mars	Boszarania str 21	E. mars
Merelline mars	Boszarania str 21	m. mars
bonie' mars	Boszarania str 21	B. mars
Chester mars	Boszarania str 21	C. mars
Keith Slamet	Hope St 30	K. Slamet
Katriana Segeys	LAKASIE Street 63	K. Segeys
Wilma Frans	Boszarania Str 10	W. Frans
N. Mini	Madani 220	N. Mini
Paulina Bless	Boszarania Str. 19	P. Bless
Thami Bless	Boszarania Str. 19	T. Bless
Gionne Mars	Boszarania Str. 19	J. Mars
Lizel Gundana	Boszarania Str. 18	L. Gundana
Makwedini Gundana	Boszarania Str. 18	M. Gundana
Maria Maria Sigila	Boszarania Str. 16	M. Sigila
Monique Stoffels	Boszarania str 8	M. Stoffels
Maria Struis	Pine str 8	M. Struis
Lisa Martin	Boszarania Str. 3	L. Martin
Tamlyn Spelman	Saltana Str 4	T. Spelman
Tonirishia Kestoor	Saltana Str 7	T. Kestoor



Pine Valley Neighborhood Watch

Undersigned is a petition form of Pine Valley community who agree to the Old Malikhanye crèche building be granted to Pine Valley Neighborhood watch for their operations.

Name & Surname	Address	Signature
Mehesa Jansen	11 Madani street	M. Jansen
Christel Pedro	11 Madani street	C Pedro
Marian Jansen	11 Madani street	M. Jansen
Elise Paulse	40 Madani STR	E. Paulse
Monique Valensky	11 Madani str	M. Valensky
Lucino	Vu 11	L. Vyf Wfn
H. v. Rooy	Madani STR	H. v. Rooy
M. Adendorp	Madani STR 31	M. Adendorp
Shanice Paulse	Sultan street 19	S. Paulse
Pieter Olyn	Rozaria str 14	P. Olyn
Lindokuhle Moshani	Blomme str 3	L. Moshani
CARMEN SWARTZ	MADANI STR 35	C. Swartz
MICHELLE Komani	MADANI STR 39	M. Komani
M. Daniels	Madani STR 45	M. Daniels
C. Mhame	Madani str. 41	C. Mhame
E Noble	Madani str 43	E. Noble
C. Mhame	Sultan str 21	C. Mhame
R. v. Westhuizen	Greenfields - 10	R. v. Westhuizen
T. de Bruin	Thoba Street	T. de Bruin
Perline Munnich	7 Peace Street	P. Munnich



Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
L. Cioele	PINE Valley	L. Cioele
J.A. Ruben	J.A. NPK 4	J.A. Ruben
M. G. B. B. B.	Afrika Str. 12	M. G. B. B. B.
C. T. BORLAND	MADIBA STR 38	C. T. BORLAND
V. JOHANNES	ZWE LITSHA STR. 3	V. JOHANNES
D. ALPHANT	LOOPSTR 9. PINE-VALLEY	D. ALPHANT
Mariana Andrews	Loopstraat 11	M. Andrews
Coloresia Arnolds	Loopstraat 7	C. Arnolds
Sarah Ncamile	Loopstraat 3	S. Ncamile
M. C. P. H. H.	Loopstraat 4	M. C. P. H. H.
J. Munnik	Loopstraat 1	J. Munnik
Michael Phaswana	Pine Valley 24 Porter ^{str}	Michael Phaswana
P. P. M. B. B.	PINE VALLEY P. B. B.	P. P. M. B. B.
Portia Segel	26 Porter Pine valley	Portia Segel
Elizabeth DAVIDS	29 PORTER pine valley	Elizabeth DAVIDS
Eveline Julius	19 Porter Street, P.V.	Eveline Julius
ANOVUYO MUNGATHU	22 Porter street	ANOVUYO MUNGATHU
LUMKA MUNGATHU	22 Porter street	L. MUNGATHU
Jason Kilcane	22 Porter STR	Jason Kilcane
Shirley Mini	Madani STR 85	Shirley Mini



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Name & Surname	Address	Signature
A. MAGANIL	KIE L'NLE PORTER ST	A. T. M2
T. LIEMAN	17 Porterstraat	T. Lieman
J. LIEMAN	17 Porterstr	J. Lieman
T. LIEMAN	16 Porterstr	T. Lieman
C. KESTOOR	4 Jultank STR	C. Kestoor
V. XWESO	4 Blomme STR	V. Xweso
Natasha Carolus	Porterstraat 15	N. Carolus
Billy Van Rooyen	Porterstraat 14	B. V. Rooyen
Rebecca Van Rooyen	Porterstraat 14	R. V. Rooyen
H. SIGILA	Porter Str 15	H. Sigila
J. SIGILA	Zolani Str 9	J. Sigila
T. MUNNIK	Madani 92	T. Munnik
R. Bastander	Porter Str 13	R. Bastander
J. VAN Merwe	1 Blomme Str	J. Van Merwe
M. Magda	36 Afrika	M. Magda
M. Magda	56 Afrika	M. Magda
Cedric Zeeman	Madiba 37	C. Zeeman
Elizabeth Roberts	Madiba Str. 39	E. Roberts
Haveren Baron	Madiba Str. 39	A. Baron
Elaine Roberts	Madiba Str. 39	E. Roberts



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Name & Surname	Address	Signature
Remy Bayson	Hope Str 44 Pine Valley	-R. Bayson-
Lu-Pear Jacobs	Sibimulele	Lu-Pear Jacobs
Surayda Swarts	Thandani Str 27	Surayda Swarts
Lizte Swarts	Thandani Str 27	Lizte Swarts
CHRISTIE WISSON	IKhuphumulelo	Christie Wison
Izma Muller	Rose Str 5	I. Muller
Elke Storm	Rose 13	Elke Storm
Johanna Abrahams	Malibongwe 53	J. Abrahams
Babana Mpayi	Mbani - 82	Babana Mpayi
Monica Madyoli	Madani Str. 84	M. Madyoli
Daniel Sanda	Vigilante Str.	D. Sanda
Porhla Sanda	Vigilante Str.	P. Sanda
Sylvia Sanda	Vigilante Str.	N. Sanda
Wendie Sibus	Peace Str 3	Wendie Sibus
Raisa Ockhuis	Malibongwe 48	R. Ockhuis
Hennolene Snyys	Masibulele Str 31	Hennolene Snyys
Yolanda Plaatjes	Masibulele Str 29	Y. Plaatjes
Tomson Plaatjes	Masibulele Str 29	T. Plaatjes
Mercia Hendricks	Madani Street 122	M. Hendricks
Christina Lawu	Peace Str. 11	C. Lawu



Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Leon Titus	Hope Street 46	L. Titus
Francina Snyder	Sonwale 37	F. Snyder
Maria Grant	Hope St. 2K2665	Z. Grant
Sally Smit	Hope St. 39	S. Smit
Gvelin Williams	Hope St. 38	E. Williams
Mostek Makidie	Hope St. 50	Makidie
Lee Philander	Madani 115	L. Philander
SIYABULELA NOAMANE	MADIBA STR. 40.	
W. Sengiso	Ingobela 31	W. Sengiso
Matochelle Maut	Rose Street	
Amelia Maut	Porter Street 21	A. Maut
Zarina Swartz	Madani 178	Z. Swartz
David Swartz	Madani 55	D. Swartz
Clinton Jansen	178 Madani	C. Jansen
Gertryda Hardneck	176 Madani	G. Hardneck
Jimmy Goliath	176 Madani	J. Goliath
Freek Robertson	180 Madani	F. Robertson
Theolene Robertson	180 Madani	T. Robertson
Alison Titus	182 Madani	A. Titus
Annie Titus	182 Madani	A. Titus



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Name & Surname	Address	Signature
Magdalena Kestoor	7 Sultana Str	M Kestoor
M. Spogter	9 Sultana str	M Spogter
W. Spogter	9 Sultana str	W Spogter
W.G. Spogter	9 Sultana str	W.G. Spogter
C. Bezuidenhout	9 Sultana str	C Bezuidenhout
J. Spogter	9 Sultana str	J. Spogter
H. Letlabika	12 Sultana str.	H Letlabika
A.B. Sende	36 Madani str.	A.B. Sende
Grace Visagie	Sultana Str. 22	G Visagie
N. de Bruyn	7 Hope Str.	N de Bruyn
M. Boco	Veyila rd 15	M Boco
Charlene Desember	Hope str 9	C Desember
B. Solomons	HOPE str 11	B Solomons
Magdalena Goldsteyn	Hope Str 25	m Goldsteyn
Winston Magbit	Porter Str 36	Winston Magbit
Davidene Mitchell	Hope str 32	D. Mitchell
Marozaan Antonie	Hope str 33	M. Antonie
Arika Lokkeing	Hope str 21	A. Lokkeing
Jacquin Boonzaaier	Madani 190	Jacquin Boonzaaier
Bettie Batas	Hope Str. 39	B Batas



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Name & Surname	Address	Signature
Lizelle van Hielies	Madiba 41	
ANANDA NAMANG	MASIBI 40	
Susanna Swarts	Madiba 16	S. Swarts
Rose TETES	Madiba 9	R. TETES
Tina Mbodla	Blomene Str. 8	T. Mbodla
Elizabeth Adams	MPK 10	E. Adams
Nelson Adams	MPK gebou 10	N. Adams
Perzi PAPA	Madiba 8	D. PAPA
TYRONE WITNESS	LOOP-STRAT	T. WITNESS
ANDRE CEDRAS	MASIBULE 29	
Anita Fortuin	MPK 9	A. Fortuin
Baruldine Bostander	Zolani Str 3	
Noluthando Mzale	Zolani Str 3	N. Bostander
Ansi Bostander	Afrika Str 1	N. Mbembele
Florence Khavwa	Zolani 015	
Simplice Ngwane	2K 142 3	
Francina Mphahlele	B3 Zolani	F. Mphahlele
NABENI	Zolani No 15	
Pamella Swangaza	Matroos Str. 12	
Ferlin Majoor	Church Str. 10	

Riaan Fick

From: Leandra Willemse <accounts@trastevere.co.za>
Sent: Friday, 21 August 2020 11:52
To: Riaan Fick
Subject: RE: Insake: Pine Valley Neighborhoodwatch aansoek: Ou Malikhanye creche gebou

Ons is huidiglik besig met die NPO registrasie proses .

From: Riaan Fick [mailto:riaan@witzenberg.gov.za]
Sent: 21/August/2020 11:14
To: Leandra Willemse
Subject: RE: Insake: Pine Valley Neighborhoodwatch aansoek: Ou Malikhanye creche gebou

Geagte Mnr Kamfer,

Is Pine Valley Neighborhood Watch 'n geregistreerde entiteit (soos 'n NPO of NGO)?

Vriendelike groete,

Riaan Fick
Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling
Departement: Gemeenskapsdienste
Witzenberg Munisipaliteit
Tel: 023-316-1854/Faks: 023 -316-1877
www.witzenberg.gov.za

From: Leandra Willemse [mailto:accounts@trastevere.co.za]
Sent: Friday, 21 August 2020 10:24
To: Riaan Fick
Subject: RE: Insake: Pine Valley Neighborhoodwatch aansoek: Ou Malikhanye creche gebou
Importance: High

Goeie dag

Hiermee bevestig ek, Eben Kamfer dat die Pine Valley buurtwag die Munisipale rekening van die Malikhanye gebou elke maand sal betaal. Ek bevestig ook dat ons geleentheid sal gee vir die Heilige Tabernakel van God Kerk om die gebou te gebruik. Ons wil die gebou gebruik as 'n stasie waarheen mense kan bel met klagtes sodat die buurtwag vinnig kan reageer op kriminele aktiwiteite en die polisie vinniger te kan ontbied.

Vriendelike groete

E. Kamfer

From: Riaan Fick [mailto:riaan@witzenberg.gov.za]
Sent: 21/August/2020 10:06
To: accounts@trastevere.co.za
Subject: Insake: Pine Valley Neighborhoodwatch aansoek: Ou Malikhanye creche gebou

Geagte Mnr Kamfer,

In sake die aansoek vir die huur van die ou Malikhanye crèche gebou.

Kan u asb die volgende bevestig:

- Dat die "Pine Valley Neighborhood Watch" die munisipale rekening sal vereffen van die erf& gebou (sou die Witzenberg Raad die aansoek goedkeur)

Kan u ook asb u gesprek rakende die vergunning dat die buurtwag die Heilige Tabernakel van God Kerk sal geleentheid gee om die gebou te gebruik (soos per telefoon verduidelik) te bevestig.

Vriendelike groete,

Riaan Fick

Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling

Departement: Gemeenskapsdienste

Witzenberg Munisipaliteit

Tel: 023-316-1854/Faks: 023-316-1877

www.witzenberg.gov.za

APPLICATION FORM FOR MUNICIPAL PROPERTY

The following application form consist of 3 pages (9 sections) and must be fully completed. If there is a section that is not applicable, indicate "not applicable".

A)

Information of applicant (to whom correspondence will be sent):			
Date of application:	13 August 2020		
Contact Person:	Andeline Coetzee		
Entity of applicant (Company, Sole Proprietor, Partnership, Co-operative, NGO, Individual)	Vrolike Vinkies		
Address:	Barlinka street Ceres 6835		
Postal address	Po Box 588 Ceres 6835		
Contact Number:	0233161292	Email	vrolikevinkies@telkomsa.net

B)

Is the Application for: (mark with an "x")	Is the application for: (indicate with "yes" or "no")		Description of land applied for (erf number or location or street number or name of building)
Vacant Municipal Land	Renting?		
	Buying?		
Municipal land with occupied buildings on and/or with available space	Renting?	yes	Malikhanye building in Pine Valley
	Buying?		

C)

Short description of proposed plan for the applied municipal land (you may attach additional information to this document)
<p>At the request of the community, we considered it appropriate to start a daycare for adult disabled people. So that they can develop skills throughout the day and also get a stimulated meal. With the help of professional therapists, their health can develop well.</p>

D)

What municipal services is needed for the business at the Municipal land? (mark with an "x")	
Electrical connection	x
Water	x
Sewage	x

E)

How will the proposed project on the municipal land be funded? (mark with an "x")	Describe indicated funding
100% own funding	We generate funding through functions and fees. People will paid a amount for food and taking care . DSD subsidy are also a income.
x	
Partially funded	
No funds available	

F)

Business information (mark with an "x")		
Current established business/company?	Yes x	No
Start-up business/company	Yes	No
No business/company	Yes	No

G)

Current established business/company/co-operative/NGO	
How many years have the business/entity been operational?	20 years
What is the monthly income of the business/entity? (before expenditure)	150 000-00
What is the total monthly expenditure?	130 000-00
Provide a short overview of the monthly expenditure items	Salaries Food Project cost- petrol,resources etc. Admin- electricity,municipal rates, telephone
How many employees work in the business /entity?	22 workers
How many clients or contracts do you service or sell products to per month?	

H)

The following documents must be attached to the application if the applicant is a Company, Sole Proprietor, Partnership, Co-operative or a NGO		
Business registration &/or tax clearance certificate	Is this document attached?	Yes/No
The following documents must be attached by all applicants		
Certified copy of ID (all applicants)	Is this document attached?	Yes/No
Business plan (all applicants)	Is this document attached?	Yes/No

I)

Requirements for content of the business plan (all sections must be included)		
Name of business or individual & contact information	Is this included in the business plan?	Yes/No
Description of business (if applicant is a business/entity) - Type of business, goals of the business/entity - Product/service that the business/entity offer	Is this included in the business plan?	Yes/No
Client base (if applicant is a business/entity) - Overview of the contracts or clients that are you servicing (target market)	Is this included in the business plan?	Yes/No
Management - Experience of the owner/applicant - Qualifications or training received	Is this included in the business plan?	Yes/No
Overview of Project plan for the municipal land - Erf number or street number - What the plan entail& who the target market or clients will be - How will the applicant & community benefit& how many jobs can be created - Research conducted to determine viability of proposed project plan - Budget for the proposed project plan - Overview of funding: comprehensive description of how plan will be funded	Is this included in the business plan?	Yes/No
Management experience - Experience in the proposed project - Any training received in the field of the proposed project	Is this included in the business plan?	Yes/No

- Note that the selling of alcohol from municipal property is prohibited

Please submit the completed form at the archives department at 50 Voortrekker Street, Ceres, 6835 or e-mail it to admin@witzenberg.gov.za

Andeline Coetzee
FULL NAME IN BLOCK LETTERS


SIGNATURE

15/08/2020
DATE

Vrolike Vinkies
Pre-Primary Educare Centre & Support Group

Adres/Address: Die Eilandvakansieoord Barlinka street PO Box 588 Ceres		Contact Details Landline: 023-3161292 Mobile: 0787375186 Email: vrolikevinkies@telkomsa.net
Registration Partial Care C6790 NPO Registered 021-498 SARS –CLEARANCE–Good standing		

12 Augustus 2020

Witzenberg Munisipaliteit

Vir wie dit behaag.

Na aanleiding van die advertensie geplaas 6 Julie 2020 (Ou Malikhanye Gebou)

Hiermee wil ek namens bogenoemde instansie versoek dat ons aansoek om bogenoemde ingedien by argiewe kantoor op 8 Februarie 2020 moet gebruik word vir die advertensie geplaas 6 Julie 2020 (Ou Malikhanye gebou)

Hoop dit is aanvaarbaar aangesien ons reeds 'n volledige aansoek gerig het vir bogenoemde.

By Voorbaat dank

Die uwe

Mev Andeline Coetzee(Bestuurder)



VROLIKE VINKIES

Tel: 023 316 1292
Email: vrolikevinkies@telkomsa.net
Barlinka Street, Posbus 588
Ceres, 6835
NPO: 021-498

7/1/4/1

Zandkaste
gaten Pien
Valley

Witzenberg Municipality Property Application

From

**Vrolike Vinkies
2020**



INDEX

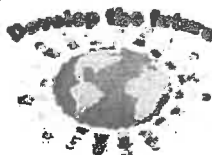
Description	Page numbers
Application for municipal property	1
Cover letter	2
Research paper on adult Day Care	3
Reviewed constitution	4
Business Plan	5
Sars Clearance	6
Coida Certificate	7
NPO Certificate	8
Mental Health License and Certificate aof membership at Western Cape Forum for disability	9
Certify ID Copy of applicant	10

Administration section only:

	Community services: Disaster Management	Community services: LED Department	Community services: Housing	Technical Dept: Streets and stormwater	Technical Dept: Town Planning	Technical Dept: Sewage & water	Technical Dept: Electrical
Date received:							
Date inputs submitted:							

Vrolike Vinkies
Pre-Primary Educare Centre & Support Group

Adres/Address:
Die Eilandvakansieoord
Barlinka street
PO Box 588
Ceres



Contact Details
Landline: 023-3161292
Mobile: 0787375186
Email: vrolikevinkies@talkamsa.net

Registration Partial Care
C6790
NPO Registered
021-498
SARS - CLEARANCE - Good standing

Witzenberg Munisipaliteit
Ceres
7 Februarie 2020

Geagte Riaan Fick

Verlede jaar Desember het Badisa Wolseley ons besoek rondom die gebou in Pine Valley wat hul afgee die 29 Februarie 2020. Op grond daarvan wil ons graag 'n versoek rig aan die Munisipaliteit om die gebou oor te neem vir die Volwasse dagsorg vir mense met 'n gestremdheid. Die volgende redes is voorgelê deur die gemeenskap van Wolseley:

1. Statistieke toon dat baie mense met 'n gestremdheid nie in instansies is vir ontwikkeling nie.
2. Dat Wolseley gemeenskap baie uit die sisteem gelaat is.
3. Werk skepping 'n formaliteit is.
4. Skills programme vir die mense met 'n gestremdheid aangebied kan word.
5. Dat hul ook gereeld besoek kan word van professionele mense.
6. Ons het 2019 'n inligting sessie met Departement van Sosiale Ontwikkeling gehad, en die proses om die dagsorg vir volwassenes te begin is aan die rol gesit.
7. Sessies met Scenacio is begin mee, Ek heg die proses aan hierdie brief waar die voorlegging gedoen is aan Departement Sosiale Ontwikkeling.
8. Hulle het my genader om te vra hoe ver die proses is.

Ek was onder die indruk Badisa so reël dat ons 'n vergadering met u opsit rondom die proses.

Kan u dalk 'n datum vas maak wanneer ons kan gesels asseblief.

By Voorbaat Dank

Andy Coetzee



SENECIO

SUPPORT FOR PEOPLE WITH DISABILITIES

ADULT DAY CARE PROJECT FEEDBACK

By Ruth Boshoff & Barbara Foguet
8 November 2019

PURPOSE OF PRESENTATION

- Clarify Project
- Insight On Analysis Of Findings
- Update On Progress
- Planning Forward

ABBREVIATIONS:

ADC -	Adult Day Care
SCC -	Special Care Centre
IA -	Individual Assessment
NA -	Needs Analysis
OLM -	Open Labour Market
PWD -	Persons with Disabilities
TPA -	Transfer Payment Agreement





SENECIO

SUPPORT FOR PEOPLE WITH DISABILITIES

PURPOSE

Improved physical and emotional well-being
of people with disabilities
who live in impoverished communities
throughout South Africa

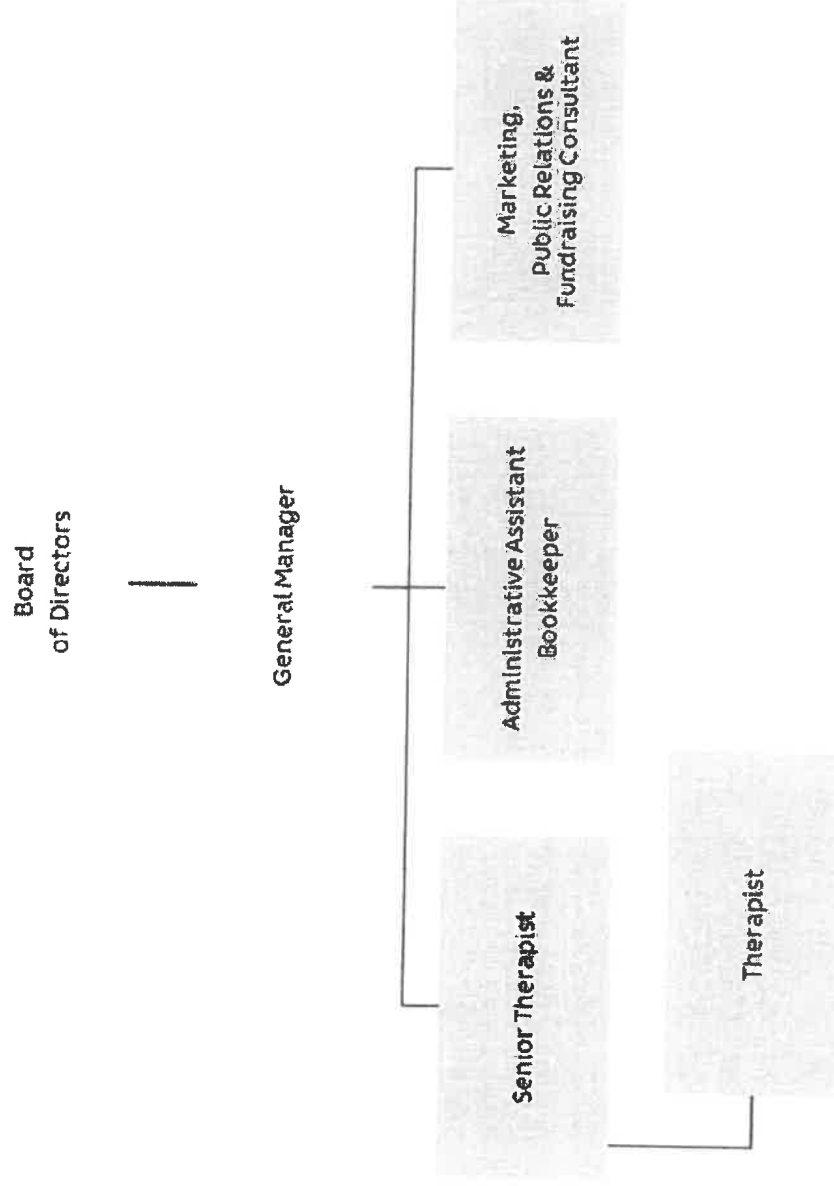
VALUES

Adaptability. Respect. Care and Commitment
with Integrity

BENEFICIARY PROFILE

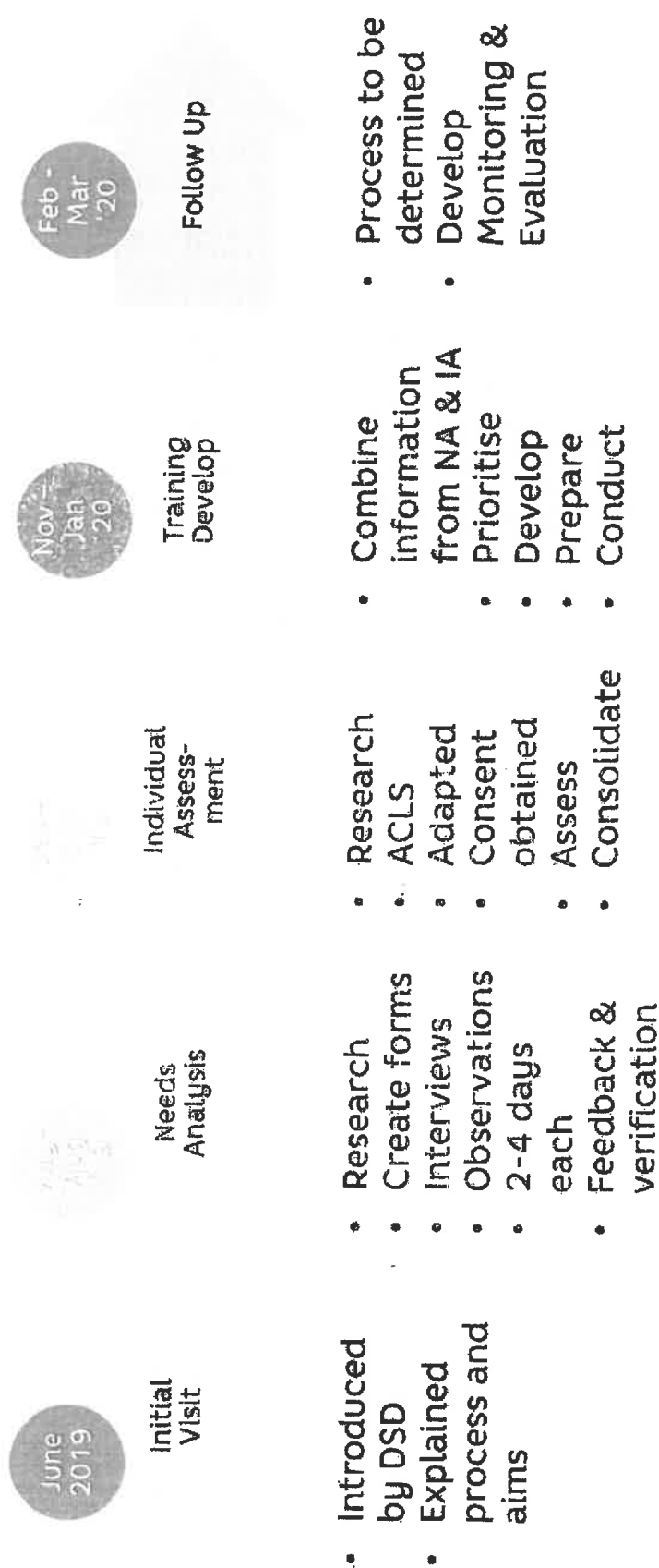
People with disabilities
who live in impoverished communities
throughout South Africa

ORGANOGRAM



TIMELINE

ROADMAP 2019 - 2020



CENTRES ON HOLD:

- Different process due to distance.
- Five day visit (Jan/Feb):
 - Needs Analysis
 - Feedback & Verification
 - Individual Assessments
- Separate trip for training workshop
- Awaiting contact & introduction by DSD in order to initiate planning 2020.
- Renovations
- To complete NA and IA in 2020
- Not a registered ADC yet
- Await venue and employment of carers

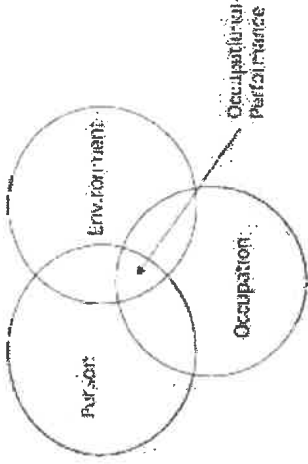
EPILEPSY SA
- KNYSNA

KWANOTHEMBA
- KHAYLITSHA

VROELIKE VINKIES
- CERES



GUIDING PRINCIPLES

OCCUPATIONAL THERAPY PHILOSOPHY	<ul style="list-style-type: none"> • Definition of OCCUPATION • Health & Well-Being through Occupation • Person – Environment – Occupation 	
SOCIAL MODEL OF DISABILITY	<ul style="list-style-type: none"> • Barriers exist in society/environment, disability is not seen as the barrier 	
DISABILITY POLICIES (UNCRPD & WHITE PAPER ON DISABILITY)	<ul style="list-style-type: none"> • Uphold Rights of PWD <ul style="list-style-type: none"> • Inclusion in society; equality; equal opportunities • Respect for dignity and autonomy • Universal accessibility 	



NUMBER OF STAFF & BENEFICIARIES

Centre	C1	C2	C3	C4	C5	C6	C7	C8	TOTAL
Carers	3	4	*6	2	4	3	3	4	29
Beneficiaries	30	49	*29	40	24	35	12	30	249

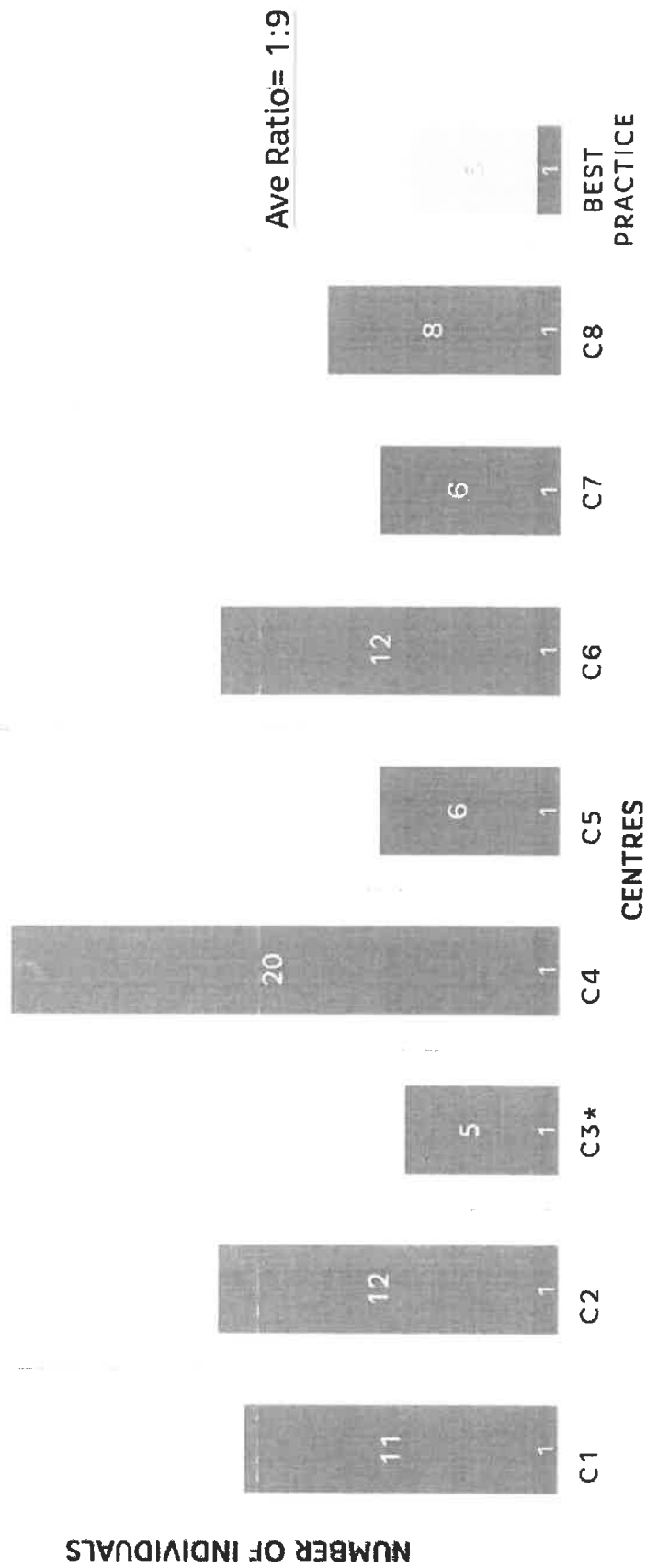


* Projected numbers : Centre C3 not yet functioning

- Knysna excluded

STAFF: BENEFICIARY RATIOS

■ Carer ■ No. of Beneficiaries



* Projected numbers : Centre C3 not yet functioning

ADC STAFF

STAFF STRUCTURES:

- Manager/Coordinator
- Social Worker/s (4)
- Carers (6)/ Teachers (1)/ Facilitators (1)
- Cook (5)

- Management : Some tertiary

EDUCATIONAL BACKGROUND

- Staff : Grade 12, short courses/workshops, Home-Based Care, NQF Levels?

- No accredited ADC training or minimum requirements

- Ratio's vary from centre to centre (no norm)

- Carer posts not funded by DSD

POSTS

- Salaries vary – minimum wage or below
- SCC versus ADC - Little recognition and value
- High staff turnover



ADC CARERS - DUTIES

ACTIVITIES PROGRAMME

- Plan activities within themes, specific to needs
- Implement daily activities
- Adapt & adjust activities according to disabilities

INDIVIDUAL SUPPORT

Assist with daily self-care

- Toileting / changing nappies
- Feeding & drinking
- Oral Hygiene
- Dressing & grooming
- Monitor health daily
- Assist with clinic/hospital visits

HEALTH

ADDITIONAL TASKS

- Home visits
- Assist in residential home
- Cleaning

ADMIN

- Record-keeping
- Staff meetings
- IDP/progress reports
- Fundraising & budgeting

BENEFICIARIES

220 beneficiaries across 7 centres

Ages 16 – 83 years

Wide range of disabilities/impairments/conditions

- Physical, intellectual, neurological, psychiatric, genetic, CDLs (Chronic Diseases of Lifestyle)
- Secondary/co-morbid complications.
- Congenital / Acquired.

Wide range of levels of functioning and independence

- Level of support needed from carers varies

Unable to participate in OLM / Protective workshop



HEALTH CONDITIONS

TYPES OF IMPAIRMENTS OR CONDITIONS:

Intellectual Disabilities

Cerebral Palsy

CVA/Stroke

Visual Impairments & Blindness

Foetal Alcohol Spectrum Disorder

Autistic Spectrum Disorder

Downs Syndrome Spectrum

ADD/ADHD

Epilepsy

Huntington's Disease

Deaf-Mute

Retinitis Pigmentosa

Psychiatric Mood Disorders (Schizophrenia, Bipolar, Depression, Post Traumatic Stress Disorder, Personality Disorders)

Dementia

SECONDARY HEALTH CONDITIONS OR COMPLICATIONS:

Challenging Behaviour

Epilepsy

Contractures/Deformities/Pressure Sores

Chronic Diseases of Living: Diabetes Type 2, Arthritis, Hypertension, Oedema

Cataracts/ Glaucoma

Hypothyroidism

Skin Conditions

Oral Hygiene

HIV/AIDS

Anxiety

Disorientation

Depression

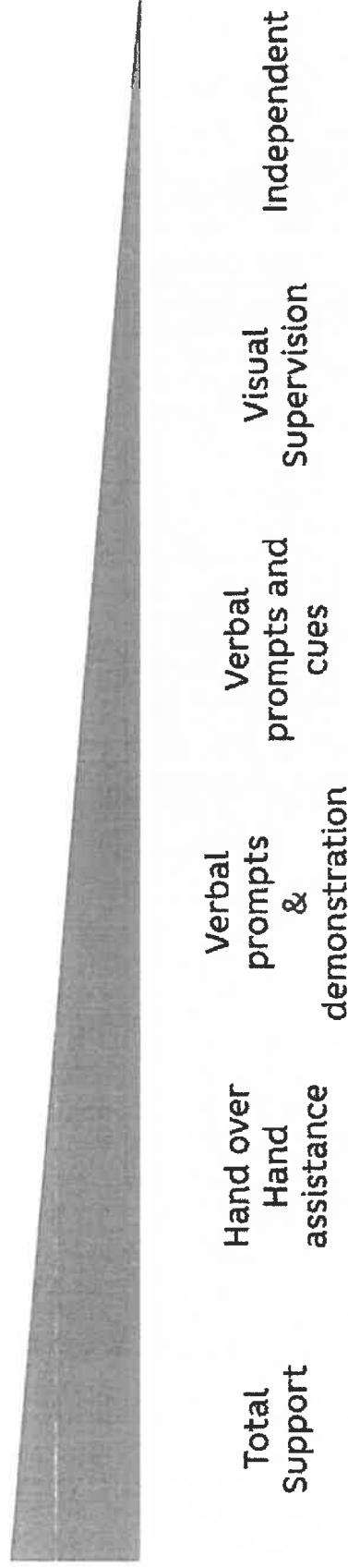
psycho-motor control



BENEFICIARY SUPPORT NEEDS

Levels of support needed vary from individual to individual

TYPES OF SUPPORT:



CURRENT ADC PROGRAMMES

Consists of:

- Intake
- Activity Timetable (daily/weekly/monthly)
- Self-care activities
- Linking with services
- Monitoring & Development



STRENGTHS

Beneficiaries

Want to be at ADC

Feel Safe

Good Attendance

Love and Care Relationships

Receive daily resources (food and beverage, toiletries, donations)

Identify need for programme

Want to learn

Values & Vision

Passionate & Dedicated

Committed Carers

Board & Management

Access to Social Workers

Volunteers

Supportive Environment

External/ Environment

Large Spaces

Outdoor areas

Safe environment

Stay on premises

Organisation & Transport

Additional Funding

Access to Health Facilities



CHALLENGES

Beneficiaries		Environment	
Individual support needs	Understanding different disabilities	Geographical location	
Participation	Skills (work w PWD)	Room structures	
Communication	Perceptions & stigma	Fundraising	
Challenging behaviour	Ratios	Sponsors	
Sensory Problems	Carer duties vs roles	Funding	
Health & Well-being	Carer burnout	Resources	
Abuse and Discrimination	External support services	Waiting list	
Participation & Leisure	Internal communication	Transport	
Boredom	Family support & collaboration	Accessibility	
	Abuse & neglect	Table/room setup	
		Changing rooms	



NEEDS

Beneficiaries

Universal Accessibility
 Communication Strategies
 Freedom of choice
 Love and Care
 Treated with Dignity
 Age Appropriate Activities
 Health management
 Correct Dietary Plans
 Structured daily program
 Rehabilitation Services
 Assistive Devices &
 Maintenance

Activities

Managing challenging behaviours
 Ongoing disability training
 Skills to work with PWD
 Access to information
 ADC Client files
 Yearly orientation
 Breakaway room
 Staff well-being
 External support services
 ADC Transformation

Environment

ADC Policy
 Intake criteria (level of support, age, disability, etc)
 Disability awareness & sensitization
 Accessible toilets
 Accessibility
 Transport
 Resources (activities)
 Funding
 Snoozle room
 Changing rooms



ASSESSMENT OVERVIEW

DATA GATHERING

Biographical Data

Diagnosis / Condition /
Impairments

Abilities, Skills

Level of Independence

Support & Health Needs

Interests

DETERMINE

Assets & Abilities

Support Needs

Barriers & Challenges

INTERVENTION PLANNING

To Prevent Secondary
Complications

Future Needs

Appropriate Grouping

Appropriate Activities

To Realize Rights

Optimize & Promote Health
and Well-being
Equip Staff Appropriately



TIMELINE

ROADMAP 2019 - 2020



Initial
Visit



Needs
Analysis



Training
Develop



Follow Up

Individual
Assess-
ment

123
Assessments
Completed

To Do Next:

1. Complete all individual assessments
2. Collate information
3. Group according to levels



OUTLINE OF TRAINING

SHORT TERM 2020

- Types of Disabilities
- Disability Awareness & Sensitization
- Disability Rights and Responsibilities
- Understanding Challenging Behaviour
- Introduction to Activity Analysis
- Handling Principles & Skills to work with PWD's
- Managing an ADC:
 - Staff Induction
 - Intake Protocol & Criteria
 - Orientation Protocol
 - Referral Protocol

LONG TERM 2022

- ADC Policies:
 - Service Conditions
 - Burnout
 - Job Satisfaction
 - Performance Appraisals
- ADC Protocols/Procedures
- Refresh & Build on previous training
- Monitoring & Evaluation for ADC Programme
- Parent Support Group Training

- Legislation and Policies
- Case Management Training
- Managing challenging Behaviour
- Parent Training
- Group Facilitation Skills
- Activity Analysis Training
- Monitoring & Evaluation strategies
- Staff Development & Support:
 - Stress Management
 - Teambuilding
 - Staff Well Being



TRAINING CONSIDERATIONS

Two-day workshops:

- Management training workshop
 - All managers together
 - ADC Staff training workshop
 - 2 centres at a time
 - Total 5 x 2-day workshops
 - Knysna
-
- Staff can't be away from work
 - Who can care for beneficiaries?
 - ? Permission to close
 - How much information to give at one time?
 - Previous education
 - Adult learning principles





CONSTITUTION OF VROLIKE VINKIES ENRICHMENT & DEVELOPMENT CENTRE

NPO NUMBER: 021 – 498

BOARD MEMBERS:

Name & Surname	ID No	Gender	Position	Contact Details	Signature
Gabriel Koopman	9009185251081	M	Chairperson	0738224970	G Koopman
Magrieta Mouton	8010040299084	F	Treasurer	0837214570	M Mouton
Shireen Jacobs	9203220154083	F	Secretary	0605231500	S Jacobs
Karel Muller	7405155012085	M	Vice -Chairperson	0665241299	K Muller
Charne Zass	9210100139084	F	Additional member	0641069372	C Zass
Andeline Coetzee	6208290197089	F	Excio-Ficio	0787375186	A Coetzee

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Contact details: Address: The Island Resort Barlinka Street Cere 6835;
PO BOX 588 Ceres 6835

Office: 0233161292; Mobile 0787375186; Email: vrolikevinkies@telkomsa.net



1. Name

The organisation hereby constituted will be called **Vrolike Vinkies Enrichment & Development Centre**. Its shortened name will be **Vrolike Vinkies** abbreviated as **V.V.E.D.C.**

2. Body corporate

The organisation shall:

- Register itself as a Non-Profit Organisation under NPO ACT of 1997,
- Exist in its own right, separately from its members
- Continue to exist even when its members change and there are different office bearers.
- Be able to own property and other assets
- Be able to sue and be sued in its own name.

3. Objectives.


The organisation's main objectives are to:

- To provide care, support, therapeutic, recreational and developmental services to orphaned and vulnerable children (OVC) and those with disability.
- To support and protect children in order to help them prepare for and stay in school and realise their rights to safety and adequate care.
- To reduce vulnerability of young people to HIV infection by retaining them at schools as well as in increasing to post school education and work opportunities.
- To increase access to a package of sexually reproductive health services, including for people living with Aids and young people.
- To provide nutritious meals for people and families affected by hunger and poverty

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- 
- To be a catalyst for job creation and skills development for the vulnerable and marginalised.
 - To support the structures and access point when natural disasters occurs in the community.
 - To provide psycho social support services to reduce harms related to social ills.
 - To promote gender and rights based dimensions on addressing social, cultural and economic behaviour drivers of HIV,STI and TB.
 - To mitigate the impact of HIV,STI and TB on orphans, vulnerable children and Youth.
 - To ensure that people living with Aids and TB remain within health care system, are adherent to treatment and maintain optima health.
 - To maximise opportunities for testing and screening to ensure that people are testing for HIV and screened for TB.
 - To reduce HIV/TB related stigma and discrimination.
 - To facilitate access to more skills development and economic opportunities for youth who have completed their schooling.
 - To facilitate access to treatment and related interventions for substance abuse.
 - To provide vibrant, positive spaces where young people are afforded opportunities to access skills development programmes, trainings workshops, seminars and entrepreneurship opportunities.
 - Increase wellness, safety and tackle social ills
 - To strengthening families and community to protect and care for and develop all vulnerable children, especially those affected and infected by HIV/Aids.
 - Mobilising community support for those families caring for infected and orphaned families and parents who are HIV/Aids positive.
 - To provide care and support for orphaned children who have experienced suffering loss and addressing their physical and

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- 
- To create an atmosphere where each person can work as a team member, with clear goals and high standards that creates a positive working atmosphere.
 - To provide an appropriate programme and strategies to support children's learning activities as well as take care of nutrition in other ECD centres.

5. Values and Principles.

The following core operating values influence the culture and public image of Skills for Employment Centre of South Africa as an effective skills development based organisation serving a wide variety of individual and families.

- Caring attitude
- Responsiveness
- Respectfulness
- Individually customised support
- Diversity
- Integrity and accountability
- Integratedness and partnership
- Sustainability

6. Income and Property.

The organisation will keep a record of all its assets.


The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.

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psychological needs, protecting them from exploitation, neglect and abuse by providing day care and after care programmes.

- To provide and enable psycho-social support and counselling services to individuals and families experiencing undue hardship due to AIDS.
- To promote an optimal quality of life for those infected and affected by HIV/AIDS through the provision of appropriate services.
- To provide reliable and updated information on HIV & AIDS as well as awareness on available services for people infected and affected by HIV/AIDS.
- To provide nurturing, caring and safe environment for children to be physically healthy, mentally abled and be able to learn.
- To provide comprehensive early childhood development services.
- To provide comprehensive child and family care and support services to communities.
- To provide for the development, care and protection of the rights of children.
- To provide an integrated basis for lifelong learning amongst children
- To be creative and productive and to make use of several support programs from government and other structures or schemes to enhance the centre from a strategic perspective.
- To maintain operational costs consistently, and to expand our outstanding reputation within the communities we work with.


4. Goals

- To build a secure base through the current quality Educare training we are currently providing, within a friendly style of service delivery.
- To increase the client base by 20% per year.
- To be part of the growth opportunities of the local community environment and to keep the current house hold name.

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A member of the organisation can only get money back from the organisation for expenses that she/he incurred on behalf of the organisation with proof of such.

Members or office bearers of the organisation do not have rights over assets that belong to the organisation.


7. Management (governing structure)

- a. A management committee will manage the operation of the organisation. The management committee be made up of not less than (6) six members. They are the office bearers of the organisation.
- b. Office bearers will serve for **three** years, but they can stand for re-election for another term in office after that. Depending on what kind of services they give to the organisation, they can stand for re-election into office again. This is as long as their services are needed and they continue to commit themselves.
- c. If a member of the management committee does not attend three management meetings in a row, without having applied for and obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.
- d. The full management committee will meet at least once a quarter. The sub committee consist of the manager, chairperson and treasurer will meet once a month. More than half of members need to be at the meeting to make decisions that are allowed to be carried forward. This constitutes a quorum.
- e. Minutes will be taken at every meeting to record the management committee's decisions. The minutes of each meeting will be given to management committee members at least two weeks before the next meeting. The minutes shall be confirmed as a true record of proceedings, by the next meeting of the management committee, and shall thereafter be signed by the chairperson.

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- 
- f. The organisation has the right to form sub-committees. The decisions that sub-committees take must be presented for approval to the management committee. The management committee must decide whether to agree to them or not at its next meeting. This meeting should take place soon after the sub-committee's meeting. By agreeing to decisions the management committee ratifies them.
 - g. All members of the organisation have to abide by decisions that are taken by the management committee.

8. Powers of the Organisation.

- a) The management Committee may take on the power and authority that it believes it needs to be able to achieve the objectives of the organisation. Its activities must abide by the law.
- b) The management committee has the power and authority to raise funds or to initiate and receive contributions.
- c) The management committee does, however have the powers to buy, hire or exchange for any property that it needs to achieve its objectives.
- d) The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.


9. Meetings and procedures of the committee.

- o The management committee must hold at least two ordinary meeting each year.
- o The chairperson, or two members of the committee, can call a special meeting if needed. The secretary should let all other management committee members know of the date of the proposed meeting not less than 14 days before the meeting is due to take place.
- o The secretary must also tell the members of the committee which issues will be discussed at the meeting. If, however one of the matters to be discussed

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is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 21 days' notice.

- o The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, the Deputy Chairperson assumes the Chairperson function.
- o There shall be a quorum whenever such a meeting is held.
- o When necessary, the management committee will vote on issues. If the votes are equal on an issue, the chairperson has either a second or a deciding vote.
- o Minutes of all meetings must be kept safely and always be on hand for members to consult.
- o The Management Committee can set up one or more sub-committees. The sub-committee must report back to the management committee on its activities. This will be done on every meeting of the Management Committee.

10. Annual General Meetings.

10.1. The annual general meeting must be held annually, towards the end of the organisations' annual financial year.

10.2. The organisation should deal with the following business, amongst others at its annual general meeting:

- Agree to the items to be discussed on the agenda
- Write down who is there and who has sent apologies because they cannot attend through the register of attendance.
- Read and confirm the previous meeting's minutes with matters arising
- Chairperson's report
- Treasurer's report
- Changes to the constitution that members may want to make
- Elect new office bearers

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- General
- Close the meeting.

11. Finances and Reports.

- An accounting officer shall be appointed at the general meeting. His or her duty is to audit and check on the finances of the organisation.
- The treasurer's job will be to control the day-to-day finances of the organisation. The treasurer shall arrange for all funds to be put into a bank account in the name of the organisation. The treasurer must also keep proper records of all the finances.
- Wherever funds are taken out of the bank account, at least three members of the committee must sign the withdrawal or cheque.
- The financial year of the organisation shall start on the **1 April** and ends on the **31st March** of every year.
- The organisation's accounting records and narrative reports must be ready and handed to the Director of the Non-Profit Organisation within six months after the financial year ended.
- If the organisation has funds that can be invested, the funds may only be invested with registered financial institutions. These institutions are listed in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984. Or the organisation can get securities that are listed on a licensed stock exchange as set out in the stock exchange control act, 1985. The organisation can go to different banks to seek advice on the best way to look after its funds.

12. Changes to the Constitution.


The constitution can be changed by a resolution. The resolution has to be agreed upon and passed by not less than two thirds of the members who are at the annual general meeting to change the constitution.

Two thirds of the members shall be present at a meeting (the "quorum") before a decision to change the constitution is taken. Any Annual General Meeting may

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vote upon such a notion, if the details of the changes are set out in the notice referred to in 6.3.

A written notice must go out not less than fourteen (14) days before the meeting at which the changes to the constitution are going to be proposed. The notice must indicate the proposed changes to the constitution that will be discussed at the meeting.

No amendments may be made which would have the effect of making the organisation cease to exist.

13. Dissolution/Winding Up.

The organisation may close down if at least two thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down.

When the organisation closes down it has to pay off all its debts. After doing such if there is property or money left over it should not be paid or given to members of the organisation. It should be given to another non-profit organisation that has similar objectives. The organisation's general meeting can decide what organisation this should be.

14. Adoption of the Constitution.

This constitution was approved and adopted by members of Vrolike Vinkies Enrichment & Development Centre at a General meeting held on

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Date 28 January 2020 at Ceres (Place)

GABRIEL KOOPMAN
Chairperson's full name & surname

SHIREE JACOBS
Secretary's full name and surname

G. KOOPMAN Date: 28/01/20
Chairperson signature

S Jacobs Date: 28.01.2020
secretary's signature

CONSTITUTION OF VROLIKE VINKIE ENRICHEMENT & DEVELOPMENT CENTRE
Contact details: Address: The Island Resort Barlinka Street Cere 6835;
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BUSINESS PLAN

Vrolike Vinkies Pre-Primary Educare Centre

NPO Registration nr: 021-498-NPO
Client Name: Andeline Coetzee

January 2020

Compiled by:

Aplon Accounting Services
12 Beatrice Street, Victoria Park, Worcester, 6850
Cell: 0787375186
Tel: 023 342 8129
Fax: 086 563 3251
Email: Worcester@taxshop.co.za

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1. PROPOSAL

Develop a Youth and Adult daycare in Wolseley, Nduli and Hamlet

1.1 EXECUTIVE SUMMARY

Vrolike Vinkies aims to prepare its **YOUTH AND ADULTS** to excel in their daily activities of tomorrow by combining an exclusive adult programme tailored specifically for youth and adults with A DISABILITY enhanced, first class training services. Unlike the competitors, we offer advanced programs, and activities such as arts and crafts, emergency care, health, dance, singing, and professional treatments.

Vrolike Vinkies operates as a Non Profit Organisation, which is managed by Andeline Coetzee. Her advanced community activities is the driving force behind the youth and adult daycare operations and currently have the support of the Educational Department, Lotto, Department Social Development and Department Health the church and people from the community who is assisting with the operations of Vrolike Vinkies.

With continuing responsibilities of working loved ones, whether couple or single becomes the modern norm, the need for a good and adult daycare, training facility has been established, which operations have been effective over the years with the help of the many role players as mentioned. We want to continue to play this important role to our immediate community in the Wolseley, Nduli and Hamlet area and therefore want to be considered in assisting us at Vrolike Vinkies with funds which are available for such programs.

These additional funds will be use for the allocation of food stock required during the year, maintaining the buildings, and equipments, if required.

The population growth rate in the suburbs of Wolseley, Nduli and Hamlet is now at over 3000, leading us to anticipate expanding market potential for the intake of new applicants in our local area.

Although asking a low cost price, the current services and reputation we have with the combination of the support are the critical success factor for Vrolike Vinkies, which are competing well in the local market by offering the Youth and Adults with a disability training program effectively. If the need required 60 youth and adults with a disability, maintaining an effective and excellent youth and adult program and not to over populate as we are working with a drafted budget and marginal space.

We are concentrating on three suburbs in Ceres which are: Wolseley, Nduli and Hamlet rural areas, including the surrounding farms of this specific areas, which are all people from the community who are dual-income and middle-income families who value the quality education and program we are currently providing for children with a disability, ages 2 years till 16 years.

Currently we provide service to Nduli and Op Die Berg. We operating in the Sustainable Livelihood project where we provide food for patients effected by HIV and TB . The current totals of beneficiaries we provide food for is 83 patients in Nduli and 73 patients in OP DIE BERG

1.2 APPLICANTS INFORMATION

Legal Name : Vrolike Vinkies Pre-Primary Educare Centre

Registration No : 021-498-NPO

Type of services to be supplied : Pre-School Training

Business Address : Die Eilandvakasieoord Huis
A3 Barlinka Street, Ceres, 6835

Cell : 078 7375 186

Landline : 023 61292 / 023 3123684

Fax no. : 023 3123684

E-mail : vrolikevinkies@telkomsa.net

Accounting Officer : Ivan Aplon - The Tax Shop, Worcester

Details of applicants FICA1 requirements

Applicant : Andeline Coetzee

Identification number : 620829 0197 089

Residential Address : The Island Resort Barlinka Street
Ceres 6835

Nationality : South African

Members of the Board:

Name & Surname	ID No	Gender	Position	Contact Details
Gabriel Koopman	9009185251081	M	Chairperson	0738224970
Magrieta Mouton	8010040299084	F	Treasurer	0837214570

Shireen Jacobs	9203220154083	F	Secretary	0605231500
Karel Muller	7405155012085	M	Vice -Chairperson	0665241299
Charne Zass	9210100139084	F	Additional member	0641069372
Andeline Coetzee	6208290197089	F	Excio-Ficio	0787375186

2. INTRODUCTION

Vrolike Vinkies are in process of changing their name because of the need in the Witzenberg area about the development of Youth and adults with a disability. We operate 19 years as a pre-school for early childhood development but as the years go by we extend the service to the community.

Our focus point of develop the project in areas like Nduli, Wolseley and Hamlet if the availability of infrastructure are available.

Care for the disability is organized within a framework that professional staff create, which includes structural (administration, class size, services, staff ration, etc.), process (quality of room environments, carer interactions, etc), components that are associated with each individual unique client that has both social and academic outcome.

The area of development which care of disability covers, and the following main themes are represented in most systems:

- Personal, social, economical and emotional development;
- Communication, including sign language, talking and listening;
- Knowledge and understanding of the world and creative and aesthetic development;
- Mathematical awareness and development;
- Physical development; Physical Health, Playing and teamwork;
- Self help skills;
- Social skills;
- Scientific thinking;
- Creative arts, Literacy;
- Speaking ability is started too.

At Vrolike Vinkies we will be aware of the above mentioned guidelines for developmentally appropriate practice, and although in the rooms it will be challenging, will always work hard to follow these appropriate practice to the book.

We already are in partnership with Scenario and Department Social Development with the funding for the project 2020/2021. It will be a pilot for the Department Social Development.

The new name will be launched the week of April 2020 and it will be named **VROLIKE VINKIES ENREACHMENT AND DEVELOPMENT CENTRE**

3. CENTRE DESCRIPTION

Vrolike Vinkies Pre-Primary Educare Centre was formed in 2002 when the main principal Andeline Coetzee noticed that the local community of the surrounding rural areas within Ceres, a small town in the Witzenberg Municipality are in need for a pre-school for their children that can assist them when going to their workplace. The need for such initiative came with a challenge, as most people from the community could not be charged with a high fee to provide such services.

Initially assistants from the COMMUNITY and government let the management decide to proceed with the project and presently Vrolike Vinkies Pre-Primary Educare Centre is operated with four fundamentals that serve as the driving force for the service offered:

- 1x Principal
- 1 x ECD Practitioner
- 1x EDC Assistant Practitioner
- 1x Cook /Cleaner

EXTENTION OF THE PROJECT FOR YOUTH AND ADULTS WITH A DIASABILITY

The centre grow over these years and also focus on children with a disability. The impact of the project challenges was , after the child continued his/her age development of 16 years , where does the child go. After research we come to a conclusion that we started with the adult and youth daycare, so that the client can focus more on skills development as well to be take care in a safe environment.

4. JOB CREATION

In the following areas named Wolseley, Nuduli and Hamlet the jof creation will increase by the following

WOLSELEY

- 1 X SUPERVISOR
- 2 X CARERS
- 1X COOK

NDULI

- 1 X SUPERVISOR
- 2 X CARERS
- 1X COOK

HAMLET

- 1 X SUPERVISOR
- 2 X CARERS
- 1X COOK

For all 3 sites a coordinator will be in charge to report on their work and monitor the service.

In total of 13 staff will be employed.

/- 60 beneficiaries will benefit from this project.

5. NPO Executive Members

Vrolike Vinkies Pre-Primary Educare Centre is a registered Non Profit Organisation which is managed by an Executive Committee. The Executive Committee will oversee the fiscal responsibility, employing Staff and see to it that the day-to-day operations of the centre are effective and implemented to ensure the success of the centre.

6. Location

The YOUTH AND ADULT training will be from a space allocated at following places Wolseley, Nduli and Hamlet. The convenience of the location in respect of moving in and from the property is very reasonable considering the following factors:

- Out - of -pocket transport costs to the area is effective.
- The time cost of traveling to the area is reasonable.
- The exposure is good for the concept of an YOUTH AND ADULT training facility and the property is surrounded by other residential houses.
- Easy access to the main road from and to VENUES is possible.

6.1. Mission Statement

The mission statement is very clear in the approach: We see children and families with strengthen wings, soaring towards their chosen destiny, believing the impossible is possible.... 'I am Special.

We value the people who work for us, as quality employees, give a better service, and stay employed longer because they will like working for us at Vrolike Vinkies Pre-Primary Educare Centre.

6.2 Vision

In pursuit of our vision, we are a dynamic development centre enabling transformation in South Africa by responding to feel the needs of our children.

7. Strategic Objectives

The organisation's main objectives are to:

- To provide care, support, therapeutic, recreational and developmental services to orphaned and vulnerable children (OVC) and those with disability.
- To support and protect children in order to help them prepare for and stay in school and realise their rights to safety and adequate care.
- To reduce vulnerability of young people to HIV infection by retaining them at schools as well as in increasing to post school education and work opportunities.
- To increase access to a package of sexually reproductive health services, including for people living with Aids and young people.
- To provide nutritious meals for people and families affected by hunger and poverty
- To be a catalyst for job creation and skills development for the vulnerable and marginalised.
- To support the structures and access point when natural disasters occurs in the community.
- To provide psycho social support services to reduce harms related to social ills.
- To promote gender and rights based dimensions on addressing social, cultural and economic behaviour drivers of HIV,STI and TB.
- To mitigate the impact of HIV,STI and TB on orphans, vulnerable children and Youth.
- To ensure that people living with Aids and TB remain within health care system, are adherent to treatment and maintain optima health.
- To maximise opportunities for testing and screening to ensure that people are testing for HIV and screened for TB.
- To reduce HIV/TB related stigma and discrimination.
- To facilitate access to more skills development and economic opportunities for youth who have completed their schooling.
- To facilitate access to treatment and related interventions for substance abuse.
- To provide vibrant, positive spaces where young people are afforded opportunities to access skills development programmes, trainings workshops, seminars and entrepreneurship opportunities.
- Increase wellness, safety and tackle social ills

- To strengthening families and community to protect and care for and develop all vulnerable children, especially those affected and infected by HIV/Aids.
- Mobilising community support for those families caring for infected and orphaned families and parents who are HIV/Aids positive.
- To provide care and support for orphaned children who have experienced suffering loss and addressing their physical and psychological needs, protecting them from exploitation, neglect and abuse by providing day care and after care programmes.
- To provide and enable psycho-social support and counselling services to individuals and families experiencing undue hardship due to AIDS.
- To promote an optimal quality of life for those infected and affected by HIV/AIDS through the provision of appropriate services.
- To provide reliable and updated information on HIV & AIDS as well as awareness on available services for people infected and affected by HIV/AIDS.
- To provide nurturing, caring and safe environment for children to be physically healthy, mentally abled and be able to learn.
- To provide comprehensive early childhood development services.
- To provide comprehensive child and family care and support services to communities.
- To provide for the development, care and protection of the rights of children.
- To provide an integrated basis for lifelong learning amongst children
- To be creative and productive and to make use of several support programs from government and other structures or schemes to enhance the centre from a strategic perspective.
- To maintain operational costs consistently, and to expand our outstanding reputation within the communities we work with.

8. Goals and objectives

- To build a secure base through the current quality Educare training we are currently providing, within a friendly style of service delivery.
- To increase the client base by 20% per year.
- To be part of the growth opportunities of the local community environment and to keep the current house hold name.
- To create an atmosphere where each person can work as a team member, with clear goals and high standards that creates a positive working atmosphere.

9. DEVELOPMENTAL AREAS OF YOUTH AND ADULTS WITH A DISABILITY:

- Youth and adults will be take care on a daily basis and provide a stimulated program for them.
- Their love ones can go to work and be satisfied because their love ones is in safe hands.
- To create a appropriate programme for them for the day .
- To provide them a regular meal.
- Operation hours will be from 8h00 till 13h00 from Monday till Friday.

Vrolike Vinkies aims to offers upscale youth and adult with a disability services based on curriculum designed for youth and adults ages 18 month to 59 years. These aims are:

- To teach youth and adults with a disability basic skills in emergency care
- To teach them to be responsible pedestrians
- To give them necessary educare.
- To ensure the clients safety
- To build in their communication skills
- To develop them socially, emotionally, mentally and physically
- The client will be able to make decisions regarding health
- To teach clients to be aware
- To provide educational of nature in skills development areas
- Community enlistment through a participatory program
- Community involvement in YOUTH AND ADULTS with a disability.

Normal operating hours are from Monday to Friday at 07:00 till 14:00 and the service are made available also during the March, June and September holidays. The fee structures per person were set at R150.00.

(Daily Plan)

07h00-08h00: Arriving time.
 08h00-08h30: Breakfast
 08:30-09h00: Daily Discussion
 09h00-11h00: Activities (prepared by the programme implementer)
 11h00-11h45: Free play (snack time, toilet routine, etc.)
 11h00-12h00: Prepare for lunch
 12h00-12h30: Lunch

12h30-13h00: Relaxing time/ watch tv of play games
13h00-14h00: Interaction time.

We believe that we will operate Vrolike Vinkies as a family, community array centre and wants to be known as the best in Wolseley, Nduli and Hamlet area.

10 SWOT Analysis

10.1 Strengths

- The success of Vrolike Vinkies Pre-Primary Educare Centre is very important to the management, who are very motivated and committed to this project.
- A network of experienced people within the educare structures with good track record are currently used to teach the children.
- The expenses will be market related within this industry and trading hours will be flexible.
- The location has an adequate capacity to run the centre effectively.

10.2 Weaknesses

- Working capital to take the project further.
- The lack of project management information.

11. Opportunities

11.1 Growth

- Growth of infrastructure in Ceres makes a good opportunity to create the necessity for implementation new concepts.
- Creating of viable and sustainable concepts which can increase good competition within Ceres informal settlements.
- The perennial demand for community base organisations within the immediate areas is on the increase as it is becoming more affordable to all.
- The opportunity is there, to promote this kind of concepts to other areas more aggressively

11.2 Threats

- The cost of the services needed in the price may increase and this could affect pricing.
- If marketing research has not been effectively done, investing in this project might lead to failure.

11.3 Response to Threats

The current economy of South Africa is a free market economy, so competition is welcomed and there is nothing we would be able to do about competitors, but we will ensure that our service and pricing remains competitive to add value for our parents, who want to make use of our services at Vrolike Vinkies Pre-Primary Educare Centre.

12. THE INDUSTRY OVERVIEW AND MARKET

(According to the Department of Social Development) South Africa ratified the Convention on the Rights of a Child on 16 June 1995 and the African Children's Charter on 7 January 2001. Due to these ratifications it became imperative that the Guidelines for Day Care needs to be revised to ensure that the Children's Rights, as enshrined in the UN Convention on the Rights of Children as well as the South African Constitution, are met.

Registration, as much as it is a monitoring and regulating mechanism, should be viewed as a means of ensuring the protection of children. Registration of places of care, which includes home-based, community-based and center-based facilities, should be viewed by caregivers primarily as a measure to protect children and their rights.

Registration is one means of ensuring quality. The main goal of quality assurance is to ensure the effective care, development and protection of children. Social development funding, as stipulated in the new financing policy, is a critical component of quality assurance. Development Quality Assurance (DQA) is a means of ensuring that welfare funding is effectively and efficiently used to bring about transformation and sustain only those programmes free from violation of children's rights and which comply with minimum standards.

Early childhood services therefore play a very important role in protecting, educating and developing children. The nature and quality of the care and education a child receives during these early years, is at crucial importance for the later development.

The most important purpose of a place of care is to provide care to children in the temporary absence of their parents. A place of care has a responsibility to enhance the development of the child physically, mentally, psychologically, emotionally, morally, culturally and socially. A holistic approach to early childhood development implies an appreciation of the importance of considering the child's health, nutrition, education, psycho-social and other needs within the context of the family and the community.

Everyone who intervenes in the lives of young children and their families should be held accountable for the delivering of an appropriate quality service.

The place of care forms part of the community, parents, families and communities have the responsibility to complement the services provided at Educare facilities. In order to address the child's needs holistically it is important that there should be close corporation between the parents and the caregiver.

Child care is a specialized field. Caregivers should understand that caring for a child could be demanding. Knowledge of and insight into child development is imperative. A caregiver should have a positive attitude towards caring for children and be child-friendly.

She/he should be sensitive to the needs of children and therefore needs specialized training, these training needs to be continuous and caregivers must be prepared to expand their knowledge.

To be able to plan the provision of an Educare Centre properly, Vrolike Vinkies Pre-Primary Educare Centre thoroughly research the need for such a service within the rural areas of Ceres, in close co-operation with local authorities / government. After the need has been determined at local levels, we ensured up to presently that the provision of such a service is in accordance with the overall National Policy for places of care.

13. Industry Outlook

13.1 The outlook is basically based on The Right of Children as stated in the UN Convention based on the following rights and protection of children:

- The right to life, The right to family life
- The right to health and health care
- The right to social security
- The right to identity, nationality and refuge
- The right to protection against abuse and neglect by parents and caregivers / childcare workers
- Protection against degrading punishment
- Protection against all forms of sexual exploitation and sexual abuse
- Protection against harmful substance and exploitation
- The right to education
- The right to recreation
- The right of children with disabilities / special needs
- The right to privacy
- The right to freedom of expression, thought, conscience and religion
- The right for association and peaceful assembly

13.2 THE MARKET

Ceres falls directly as one of the local towns in the Witzenberg Municipality of the Cape Winelands District and the growth and development strategy of the CWDM is to be placed on a sustainable and shared growth path. The Department of Social Development has a responsibility to ensure that conditions are created for the optimum development of all children and their families through the rendering of appropriate services.

13.4 Target Market and segmentation-size

Vrolike Vinkies Pre-primary Educare Centre has a focus on meeting the local community need for child Educare services within the 50 kilometer radius of Ceres. Children will be taken in flexibly on a full-time basis, or until the child end of term at the Educare centre comes to an end.

13.5 Full-time Working Couples

Vrolike Vinkies Pre-Primary Educare Centre was established to provide this service to a regular community base in order to establish the centre as a haven for working couples, which are of importance, as it is imperative to keep them pleased in order to keep their children in a safe Pre-Primary Educare programme.

13.6 Parent of children with disabilities / special needs

Disadvantage children and children with special needs are often marginalized and their development ignored. These children should be targeted. Programmes should be in place to accommodate these children and address their specific needs.

13.7 Market Needs

With continuing responsibilities of working parents, whether couple or single becomes the modern norm, the need for a good pre-school training facility has been established, which operations have been effective over the years with the help of the many role players as mentioned. We do not see this model changing in the foreseeable future. In fact, based on

the growth in the informal settlements with plans to build 3000 new houses, we expect the need to increase.

We are confident in our ability to operate the centre and we know that current trends and historical proof, indicates that the demand for such a service and other remain a constant drive to continue with the operations of Vrolike Vinkies Pre-Primary Educare Centre.

13.8 Market trends

Currently there are different types of care facilities nationwide such as:

- After-school centre: a place of care for school-going children, which operates in the afternoon during school terms
- Day Care: Care of children up to age of 18 years away from their parents, daily.
- Place of care cum/after-school centre: A place of care and after-school centre that can care for children of any age group and that has to register only with Department of Social Development.

However, Vrolike Vinkies Pre-Primary Educare Centre is able to keep up with other trends as we are specializing in Pre-Primary Educare training.

13.9 Market Growth

According to the IDP growth development plan for the Witzenberg, the population rate for Ceres is approximately 12000, however in the informal settlement there are plans to erect 3000 new homes. This suggests that more families continue to be placed in areas where our kind of service is going to be required. We suggest a modest growth in new indicates by next year 2014.

14. Competition and Buying Patterns

Witzenberg Association for persons with a disability

Beet Daycare: Have been around for a couple of years

Aviat Crèche: Have been around for a couple of years

15. Competitive Forces

We at Vrolike Vinkies Pre-Primary Educare Centre will continue informing current and new intakes about a program so that they understand the concept of our quality educare training facility, and they are much more likely than to make use of our services when the offering is clearly stated.

16. Competitive Edge

Our advantage at Vrolike Vinkies Pre-Primary Educare Centre over our competitors will be based on:

- High quality
- Affordable cost
- Stylish and trend
- Experience
- Reliability
- Eco-friendly
- Uniqueness

17. Extensive training and skills

In order to ensure that the quality of the implementing of the educare program remains the cornerstone of the centre, the development of the management and staff of Vrolike Vinkies Pre-Primary Educare Centre in various aspects, including skills are very essential.

Currently all involve in the operations of the planning of the concept understands the common values of the business idea and do understand the concept in respect of:

- Sharing our vision
- Building of values
- Development strategy
- Performance recognition

The plan is also to monitor closely the performance of all planned employees and appraisals will be conducted on a quarterly basis to facilitate training requirements, and to motivate them to stay on longer.

18. Entry Barrier

We will experience high capital costs as the main principal Andeline Coetzee and the paid staff will have a hand on approach in operating Vrolike Vinkies Pre-Primary Educare Centre.

The marketing costs are calculated as the growth in client acceptance and brand recognition have been achieved, but we still needs to find out the cost to market ourselves extensively.

19. Legal & Regulatory Labour and Business

- Registration of employees (UIF, PAYE, etc.)
- Basic conditions of employment Act.
- Occupational Health & Safety Act
- Registration of centre as NPO
- Personal income tax registration
- Approved equipment,
- Roadworthy vehicles

20. Our customers

Any client do have significant powers and influences over the price they pay, at Vrolike Vinkies Pre-Primary Educare Centre we are providing an excellent community base program, as they require friendly and experienced people to serve them.

There is a significant choice when making use of our service, due to that it must be of quality and available. The choice of the different educare program comes from what is there to offer in delivery. Our clients (parents of our learners) will therefore be:

- Semi affluent and educated people, which are making use of these services.
- Target market includes clients from all parts of the rural areas in Witzenberg area

- All ethnic groups and other staying in the rural areas of Witzenberg
- Normal lifestyle people of Witzenberg can make use of the different services.
- Clients needed pattern are through the year and sales can generate all year long.

21. Our Suppliers

The significant power of influence over the price most suppliers have is market related as there are established businesses within the retail and food supply industry inside the Ceres trading area, which we are currently making use of, such as suppliers of raw products, as well as the ingredients and products used to prepare the food.

22. THE STRATEGIES

22.1 The assessment phase

Every client who will make use of our services at Vrolike Vinkies Pre-Primary Educare Centre is a potential parent that will return next year. The key in our assessment phase is to be willing to attack such assumptions by believing the better we run the centre, the more business we will do. Parents of our learners will immediately know that they can get better quality services at our location, and the people working there are from the local community and they are better.

The NPO will be a Pre-primary Educare Centre, and the current image we are projected are safety, clean and professional. We will see to it that we will be known as the 'local community centre' with a community grown image.

The operational, financial, structural and perspective of the concept is in the growing phase, and we have been involve with such planning for more than years and presently starting to promote this concept to other parts of Ceres also. area`

22.2. Value Proposition

The value proposition of Vrolike Vinkies Pre-Primary Educare Centre will be to be known as the best within the community of Ceres.

Our Niche Market will be based on our focus, customer review, evaluation, testing and the implementation of this plan, as we have find out how we will be able to meet the need of our current clients through our confidants in the ability to do such.

Our planned Unique Selling Proposition (USP) is to impress our current clients (the parents of our learners) on the value of the relationship we have with them.

By crafting a powerful marketing message which are simple, clever and clear in our name, are able to portray and describe our credibility, and the parents will see that we at Vrolike Vinkies Pre-Primary Educare Centre way off operating the centre are acceptable globally

22.3 Marketing Strategy

Vrolike Vinkies Pre-Primary Educare Centre will adhere to the theory that the goal of business is to create and keep clients of our learner's interest in us. With all that are involved too make this concept a successful venture we will put forth a 100% effort to ensure an on-going operation:

22.4 Pricing Strategy

Much of Vrolike Vinkies Pre-Primary Educare Centre pricing will be determined by market standards, which are very competitive in this industry.

22.5 Promotion Strategy

We will also use several ways to reach new and potential customers. We will leverage schools, churches, community organisations, print flyers, and will advertise in the local Witzenberg Herald and do word of mouth.

Strategic Alliances

The management of Vrolike Vinkies Pre-Primary Educare Centre will align themselves with key players in the industry, who are provincially known for their knowledge of, and expertise in Early Childhood Development.

Finally, the applicant has established herself within the community through developing relationships with a few surrounding associations, key entrepreneurial planners and various church groups and government officials.

These alliances will serve to be conducive to the Centre's success and marketability.

22.6 Return on Investment (ROI)

Each growth opportunity has an investment component. Money will be required to spend on part of implementing the processes of our growth, as we believe that we can increase our commitment permanently and sustain increases in sales volume.

When action is therefore clearly warranted to maintain market share, we have made the right decision to invest funds obtained from previous funders like the Lotto effectively, which currently shows positive feedbacks.

23. Leadership Strategy

By knowing where we want to go within the Pre-Primary Educare industry, we developed our purpose in using our leadership on:

- With the current resources we have, we will stick to what we currently best at.
- Our strategy will be to stay focus on our core value and offerings.

Management Operations

- To ensure the financials of Vrolike Vinkies Pre-Primary Educare Centre is in order and to do inventory
- To ensure that quality food preparation and package standards are kept high at all times.
- Attending to beneficiaries queries
- To ensure that all financial payments and human resource has been done.
- To implement supervision over the administration work and see to it that all safety regulations are at hear to.
- To reconcile all documents at the end of the day
- To ensure that wages are paid up to date.
- That all logistical duties are prepared and set out
- To ensure that food products are prepared as required from the different children needs

24.MARKETING PLAN

24.1 Purpose of our Marketing Plan

- To become known in the Ceres area of trading
- To improve the offerings and to promote it as the best quality and affordable.
- To continued building of stronger relationships with our current clients, which are the parents of our learners as well as new ones, by taking their interest in the project to heart and implementing more innovative ideas.

24.2 Our client's viewpoint

- We are currently talking directly to them and all secondary information have been identified what their concerns are, by means of interacting through questionnaire regarding our future plans.
- Their positive feedback made us at Vrolike Vinkies Pre-Primary Educare Centre, come to the conclusion, that we will continue implementing this concept within the Ceres areas.

25. Needs and requirements

We noticed that clients, who are the beneficiaries , are on average as dependent on reliable information about our program, which they know can be use in the day-day care of their loved ones, within the acceptance that is also seen as development for their loved ones. They do care about a reliable service and are confident about any low price promotions. We realized that we don't be selling to the price oriented client only, but we will be able to offer an attractive proposition to the trendy local community of Wolseley, Nduli and Hamlet, who cannot always afford high fees of such nature.

26. Keys to success

The main key to success at Vrolike Vinkies Pre-Primary Educare Centre is by making the training concept and marketing position clear. The beneficiaries and potential new ones will clearly be being bombarded with adequate information of the value-add cost and benefit of our service.

We therefore will always sell the name Vrolike Vinkies Pre-Primary Educare Centre, and not just the services, so that the beneficiaries, who are our clients must understand that they are taking up a relationship with us.

27. Emphasize Service and Support

We differentiate ourselves from others, and therefore need to establish Vrolike Vinkies Pre-Primary Educare Centre offering as a clear and viable alternative for the target market, to the price only kind beneficiaries

Emphasize Relationships

We discovered that we need to focus the offering on our current clients, which are the parents, as the main key market segment we must own. This means the providing of the pre-primary educare services must be tied together in the local, regional and district 'target areas', to make it a successful venture for any future growth or expansions.

OPERATIONAL PLAN

28. Technical Review

28.1 General

Only costs of personnel directly involved in the providing of the educare service and who contributing towards the skilled input of Vrolike Vinkies Pre-Primary Educare Centre, are in line with the amount of such salaries prior to the date of the application, this include general salary increases and promotions.

28.2 Basis

Remuneration will be based on the total annual packages of each individual. This will normally be the packages contained in the person's letter of appointment.

28.3 Overtime

Overtime will only be claimed at the hourly rate as calculated in terms of this clause and no enhanced time will be allocated.

28.3 Members and management costs

Only the costs of managerial personnel including management directly involve in the running of the centre will be remunerated.

28.4 Management Information Systems

We will utilize MS Office to generate reports. Management reports are drafted to reveal performance factors in order to recognize problem areas.

28.5 Staffing requirements

Management of Vrolike Vinkies Pre-Primary Educare Centre has compiled a list of the entire tasks that will be performed and will make use of the staff's own expertise in operating the task at hand.

Contracts and agreements will be signed to introduce employment equity and planned employed staff will be promoted within at least the first two year, when available.

29. FINANCIAL REVIEW / PLAN

The layout of the financials of Vrolike Vinkies Pre-Primary Educare Centre have been attached and obtained from the Tax Shop, our accounting officers.

30. Vrolike Vinkies requires the support of their generous benefactors in order to move forward. The table below outlines the costs associated with the project.

WOLSELEY

CATEGORY	YEAR 1	YEAR 2	YEAR 3
PERSONEL/LABOR	139 200-00	142000-00	144000-00
EQUIPMENTS	45000-00	48000-00	50000-00
ADMIN COST	54000-00	56000-00	58000-00
PROJECT COST	78000-00	79000-00	81000-00
TRAINING	3000-00	4000-00	5000-00
TOTAL EXPENDITURE	319 200-00	329 000-00	338 000-00

NDULI

CATEGORY	YEAR 1	YEAR 2	YEAR 3
PERSONEL/LABOR	139 200-00	142000-00	144000-00
EQUIPMENTS	45000-00	48000-00	50000-00
ADMIN COST	54000-00	56000-00	58000-00
PROJECT COST	78000-00	79000-00	81000-00
TRAINING	3000-00	4000-00	5000-00
TOTAL EXPENDITURE	319 200-00	329 000-00	338 000-00

HAMLET

CATEGORY	YEAR 1	YEAR 2	YEAR 3
PERSONEL/LABOR	139 200-00	142000-00	144000-00
EQUIPMENTS	45000-00	48000-00	50000-00
ADMIN COST	54000-00	56000-00	58000-00
PROJECT COST	78000-00	79000-00	81000-00
TRAINING	3000-00	4000-00	5000-00
TOTAL EXPENDITURE	319 200-00	329 000-00	338 000-00

WOLSELEY

INCOME FOR THE PROJECT

INCOME	TOTAL
DEPARTEMNT SOCIAL DEVELOPMENT	312 000-00
CAPE WINELANDS MUNICIPALITY	10 000-00
FEES	36 000-00
FUNCTIONS	30 000-00
TOTAL INCOME	388 000-00

HAMLET

INCOME	TOTAL
DEPARTEMNT SOCIAL DEVELOPMENT	312 000-00
CAPE WINELANDS MUNICIPALITY	5 000-00
FEES	36 000-00
FUNCTIONS	30 000-00
TOTAL INCOME	383 000-00

NDULI

INCOME	TOTAL
DEPARTEMNT SOCIAL DEVELOPMENT	312 000-00
CAPE WINELANDS MUNICIPALITY	5 000-00
FEES	36 000-00
FUNCTIONS	30 000-00
TOTAL INCOME	383 000-00

Dsd will be fund the project per client. The estimated total on each client are R1300 -00 per client. Calculate the 20 clients per site per year.

Conclusion

We believe that Vrolike Vinkies is a worthy cause that will do a great deal of good for many people. We're excited to partner with you to make this project a reality, leading to substantial benefits in the short, medium, and long term.

Should you have any questions, or wish to discuss this project further, please reach out to our project director;

Mrs Andeline Coetzee

Contact: 0787375186/ 0233161292

**Tax Clearance Certificate Number:**

0700/2/2019/A003533030

Tax Clearance Certificate - Good Standing

Enquiries
0800 00 SARS (7277)
Approved Date
2019-10-29
Expiry Date
2020-10-29

Company registration number 021-498 NPO**Income Tax** 9090593188
VROLIKE VINKIES PRE-PRIMARY EDUCARE CENTRE**PAYE** 7430793275
VROLIKE VINKIES PRE-PRIMARY EDUCARE CENTRE**Trading Name** VROLIKE VINKIES PRE-PRIMARY EDUCARE CENTRE

It is hereby confirmed that, on the basis of the information at the disposal of the South African Revenue Service (SARS), the above-mentioned taxpayer has complied with the requirements as set out in the Tax Administration Act.

This certificate is valid until the expiry date reflected above, subject to the taxpayer's continued tax compliance. To verify the validity of this certificate, contact SARS through any of the following channels:

- via eFiling
- by calling the SARS Contact Centre
- at your nearest SARS branch

This certificate is issued in respect of the taxpayer's tax compliance status only, and does not address any other aspect of the taxpayer's affairs.

This certificate is issued free of charge by SARS

AFRICAN NATIONIST PARTY
EERW. C.W. COETZ
KOMMISSARIS VAN EL
REC - 0063

GESERTIFISEERD AS 10905 afskrif van
die oorspronklike.
[Signature] 17/02/2020



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



2018117734

CALL CENTER NO: 0860 105 350

REG NO : 990001173258
FAX NO : 0123456789
ISSUE DATE : 2019-09-20
CERTIFICATE NO : 2018117734

VROLIKE VINKIES PRE PRIMARY EDUCARE
CERES
6835

LETTER OF GOOD STANDING

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 of 1993 (AS AMENDED).

With reference to sections 80, 82, 86 and 89 of Compensation for Occupational Injuries and Diseases Act 130 of 1993 (As amended), I hereby certify that:

VROLIKE VINKIES PRE PRIMARY EDUCARE

has complied with the requirement of the above Act and is at present in good standing with the Compensation Fund.

Nature of business : PRE SCHOOL

Expiry date : 2020-04-30

IMPORTANT NOTICE:

Any fraudulently obtained Letter of Good Standing shall constitute a criminal offence.

The Compensation Commissioner shall institute criminal proceedings against any perpetrators who unlawfully alter or deface this letter with intent to defraud or misrepresent facts contained therein.

PLEASE, use the Below link (Website Address) to check if the Letter of Good Standing is valid:

<https://cfonline.labour.gov.za/VerifyLOGS>

Yours faithfully

COMPENSATION COMMISSIONER

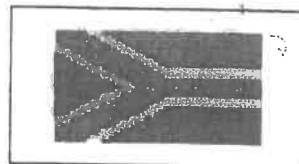
W.A.s. 48

Compensation House, Cnr Hamilton and Soutpansberg Road, PO Box 955, Pretoria, 0001 Fax (012)357-1817 Website: <http://www.labour.gov.za>

Compensation Fund
REPUBLIC OF SOUTH AFRICA

AFRICAN METHODIST EPISCOPAL CHURCH
EERW. C.W. COETZ
KOMMISSARIS VAN EL.
R/C - 0063

GESERTIFISEERD AS WARE AFSKRIF VAN
DIE OEGSPROEKLING.
17/02/2020



CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

Vrolike Vinkies Pre-Primary Educare Centre

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **30 September 2002**
(date)

Registration number **021-498 NPO**

Department of Social



Development

Director's signature

[Handwritten signature]

R/C - 0063
KOMMISSARIS VAN ET
BERN C.W. COETZ
AFRICAN NATIONAL CONGRESS
BESLUIT 17/02/2020
VAN DIE OORSPRONGE.



Western Cape
Government

GEMEENSAP GEESTES GESONDHEIDSINSTELLING
COMMUNITY MENTAL HEALTH ESTABLISHMENT

Verwysing:
Reference:

23/2/4/173

Sertifikaat Nr:
Certificate No:

173

Hiermee word bevestig dat:
This is to certify:

Vrolike Vinkies Pre-Primary Educare Centre

Geleë te:
Situatied at:

Die Elland Vakansie Oord, Bailinka Street, Ceres, 6850

Geregistreer word as 'n:
Registered as a:

Community Mental Health Facility

In terms of the Mental Health Care Act (17 of 2002)
in terme van die Wet op Geestesgesondheid (17 van 2002)

Vir 'n tydperk van:
For a period of:

12

Maande, eindigende:
Months, ending:

31 Desember 2019

Naam van eienaar of besturende liggaam:
Name of proprietor or managing body:

Vrolike Vinkies Pre-Primary Educare Centre

Adres van eienaar of besturende liggaam:
Address of proprietor or managing body:

P O Box 588, Ceres, 6835

Indeling van pasiënte / Type of patients	Residential Care / Oornag sorg	Day Care / Dagsorg	Maksimum getal / Maximum number	Limitations / Beperkings
-Bo 18 -Over 18	0	0	0	Operate only as registered
-Onder 18 -Under 18	0	24	24	
Maksimum getal pasiënte wat tegelykertyd geakkommodeer mag word: Maximum number of patients permitted to be accommodated simultaneously:			24	

GETEKEN-TE / SIGNED AT:

CAPE TOWN

OP / ON: 01 NOVEMBER 2018

Shavenhary

HEAD OF DEPARTMENT / HOOF VAN DEPARTEMENT

AFRICAN METHODIST CHURCH
LEWIS C.W. COETZ
K. J. LANGE
K. J. LANGE

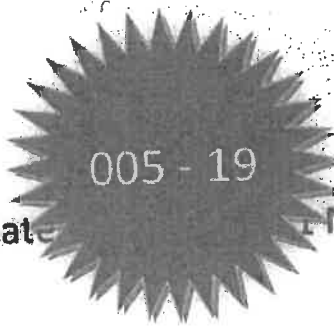
Gesertifiseer as ware afskrif
van die oorspronklike
17/02/2020



Western Cape Forum
for Intellectual Disability
CERTIFICATE OF MEMBERSHIP
WESKAAP FORUM VIR INTELLEKTUELE GESTREMDHEID
IQUMRHU LE NTSHONA KOLONI LOKHUBAZEKO NGENGOQONDO

is a member of the
WESTERN CAPE FORUM for INTELLECTUAL DISABILITY
Membership Number

VROLIKE VINKIES
Pre-Primary Educare Centre



This certificate is valid from 005 - 19 March 2020

AFRIKAANS NUTTOERSTEDIGINGSAL KENN
BERW C.W. COETZ
REKONINGSKAP VAN ROL
FAC - 1000

Tessa Wood

TESSA WOOD
DIRECTOR

*Geertifiseerd as waas afkeif van
die oorspronklike*

17/02/2020

I.D. No. 620829 0197 089



S.A. CITIZEN

SURNAME

COETZEE

FORENAMES

ANDELINE ROSETTA

COUNTRY OF BIRTH

SOUTH AFRICA

DATE OF BIRTH

1963-08-29

DATE ISSUED

2012-09-27

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS



NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

KOMMISSARIS VAN B.A.
C.W. COETZEE
R/C - 0063

*Gesertig is was afskrif
van die oorspronklike.*
Coetzee 17/02/2020

ERF 622 WOLSELEY – BEAR NIBBLES APPLICATION





Witzenberg Municipality
PO Box 44
Ceres
6835

Dear Sir/Mam,

INTEREST TO PURCHASE REMAINDER OF ERF 622, WOLSELEY:

1. BACKGROUND

Lotus Bakeries UK Ltd invested in an agri-processing business, Lotus South Africa Manufacturing, located on Erf 4109, Voortrekker Road, Wolseley in May 2019. It immediately created permanent job opportunities for 300 employees as well as procuring 90% of its raw materials (exceeding R35m per annum) from local suppliers in the Witzenberg region.

Following the success of this first phase (BEAR 1), Lotus South Africa Manufacturing commenced construction on the second phase (BEAR 2) of the manufacturing facility in June 2020. The second phase (BEAR 2) will provide immediate employment for 60 staff members once complete in January 2021. Once fully ramped up, phase 1 (BEAR 1) and 2 (BEAR 2) will ultimately provide 600 permanent job opportunities. The total capital investment to date equals R100m. A phase 4 (BEAR 3) extension of 2080 m² GLA on erf 4109 is planned for 2026.

Lotus South Africa's current model is to export bulk product to the UK and US where the retail packing is carried out. Over the course of 2020/21, this retail packing element is being migrated over to South Africa and ultimately the facility in Wolseley will manufacture and retail pack product for 26 different countries across the globe. In order to do this, phase 2 (BEAR 2) of the facility will house state of the art packaging equipment, starting with 2 lines but gradually extending to 6 lines over the next 5 years.

2. DEVELOPMENT PROPOSAL

The board of directors Lotus Bakeries Ltd (holding company of the Lotus Bakeries UK Ltd) have shown interest in investing in further land in order to move other manufacturing activities currently outsourced to international co-packers, to Wolseley.





The proposed agri-processing facility will incorporate the following once completed:

Factory / production space – 7 500m²

Office / staff facility / canteen & training facility – 1 050 m²

Packaging and raw material warehouse – 5 700 m²

Phase 1 (NEW 1)

- Investment will amount to an estimated R 100 000 000
- Job creation - 200 permanent job opportunities.
- Programme 1- 2 years
- Construction - proposed
 - Office / staff facility / canteen – 1 050 m²
 - Factory / production space – 2 500m²
 - Packaging & raw material warehouse – 1 900m²
 - Access road and parking
- Electrical requirement – 350 kVA

Phase 2 (NEW 2)

- Investment will amount to an estimated R 65 000 000
- Job creation - 100 permanent job opportunities.
- Programme 3-5 years
- Construction - proposed
 - Factory / production space – 2 500m²
 - Packaging & raw material warehouse – 1 900m²
- Electrical requirement – 350 kVA

Phase 3 (NEW 3)

- Investment will amount to an estimated R 75 000 000
- Job creation - 100 permanent job opportunities.
- Programme 6-9 years
- Construction - proposed
 - Factory / production space – 2 500m²
 - Packaging & raw material warehouse – 1 900m²
 - Access road
- Electrical requirement – 300 kVA

Please see the attached **Site Layout** (Drawing Number Dated: by Ulrich Bruwer) of the proposed extension on Erf 622.

The buildings will be equipped with energy efficient equipment, LED lighting, backup generator and solar panels in order to reduce the electricity load.





It is anticipated that solar panel totalling 1000 kVA will be installed over the 3 phases. (In accordance with council requirements and allowances)

Water & sewerage

- Attached, please find the GLS report recently undertaken for the neighbouring plot.
 - Erf 4109 Figure 1
 - Erf 4109 Figure 2
 - Erf 4109 Wolseley text
- It is evident that sufficient water and sewerage capacity is available given some infrastructural upgrades as proposed

Stormwater

- As per council requirements the design will make provision for stormwater attenuation in accordance with municipal bylaws. Detailed stormwater management plan will be submitted for consideration and approval.

3. CONCLUSION

The directors of the Lotus Bakeries Group of companies are very positive about the future growth opportunities in South Africa and are very keen to build on the success the current plant has seen in the last 12 months. They value the support to date from the local Witzenberg Municipal Council but also hope to build a long term relationship with the municipality and the Witzenberg area.

With this in mind, the company would like to secure the remainder of Erf 622 in order to execute it's 10 year strategic growth plans in Wolseley.

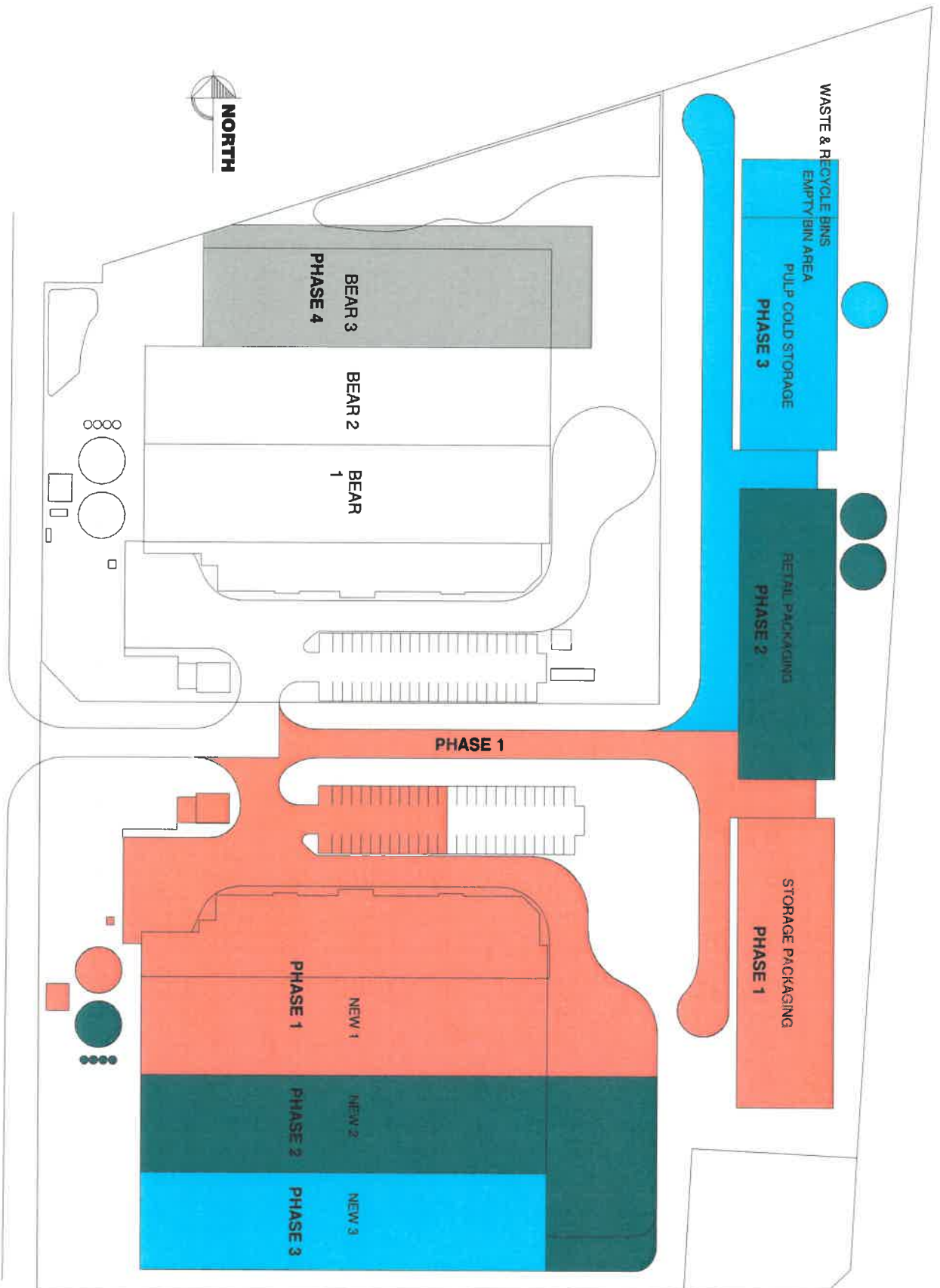
We would also like to take this opportunity to invite the Witzenberg Municipal management team for a site visit, so we can share first hand our vision for the future.

I look forward to hearing from you

Kind Regards

Donald Matheson
Managing Director







SA Investment Conference

Project Announcements

2020

Announcement criteria

- Only projects within the boundaries of the Republic of South Africa will be considered.
- The project must reflect fixed capital investment of above R100 million (no opex included) and is expected to reach start of operation by 2022.
- The announcement must have board approval and must have reached feasibility stage
- Projects must be fully funded with no outstanding approvals
- Companies making announcements to provide a project implementation plan
- Companies to complete the company declaration and project details as per attached slides
- Each company to provide a contact person for the project with the undertaking to provide InvestSA with at least quarterly project updates

Company Declaration

I, Donald Matheson, the Managing Director..... of
.....Lotus South Africa Manufacturing give permission for Invest SA to include my project
to invest R 279 million (2019-2021) as part of the 2020 SA Investment Conference
Announcements.

As part of this investment announcement,...Lotus South Africa Manufacturing.... undertakes to

(Company Name)

provide Invest SA with at least a quarterly update of the project progress.

InvestSA (and the dti) kindly requests that you provide information that is accurate so we may be able to report our progress to our stakeholders and continue to be of support to the international and domestic investor community pursuing business interests in South Africa.

☐ My company gives Invest SA permission to make this announcement public

Spend of 110m ZAR across 2019-2020 is already in the public domain, 2021 spend of 169m ZAR has not been announced yet as it is a confidential project internally

☐ My company is willing to participate in media events based on this announcement

Would consider this on a case by case basis

Is this announcement being delayed by any of the following issues: *If yes, please provide further details*

☐ Licensing/Permitting ☐ Electricity Access

☐ Infrastructure

☐ Regulations *First 2 years spend 2019-2020 is almost complete. 2021 spend is waiting for approval from Witzenburg municipality to purchase of land adjacent to our existing plot*

Signature: _____

Date: 2

Company Name: Lotus South Africa Manufacturing pty



Investment date: 2019 - 2021
Country of origin: Belgium
Amount invested: 279m ZAR
Location of investment (city and province): Wolseley, Witzenburg Municipality
Project description and product: Dried Fruit
Current capacity/ output: 100m units per annum (2000T) from 2019 investment
Expected increase in Capacity/ output: Max capacity 10,000T from 2020 and 2021 investment
Economic impact: Local sourcing of raw material and packaging
Local partnerships: As above
Project timeline/ phases of development from Licences and Permits to start of production: 3rd phase commencing January 2021 for completion January 2022
Direct full-time employment created and skills development: site will employ 560 full time employees. Currently at 300 after completion of 2019 phase
Reason for investing in South Africa: First investment due to access to raw materials, subsequent investments based on success of first and generating economies of scale
Point of contact for the project progress report: Name : Donald Matheson
Designation : Managing Director
Email : donald.matheson@bearnibbles.co.za
Phone number : 0663898867

Tony Vieira application for land

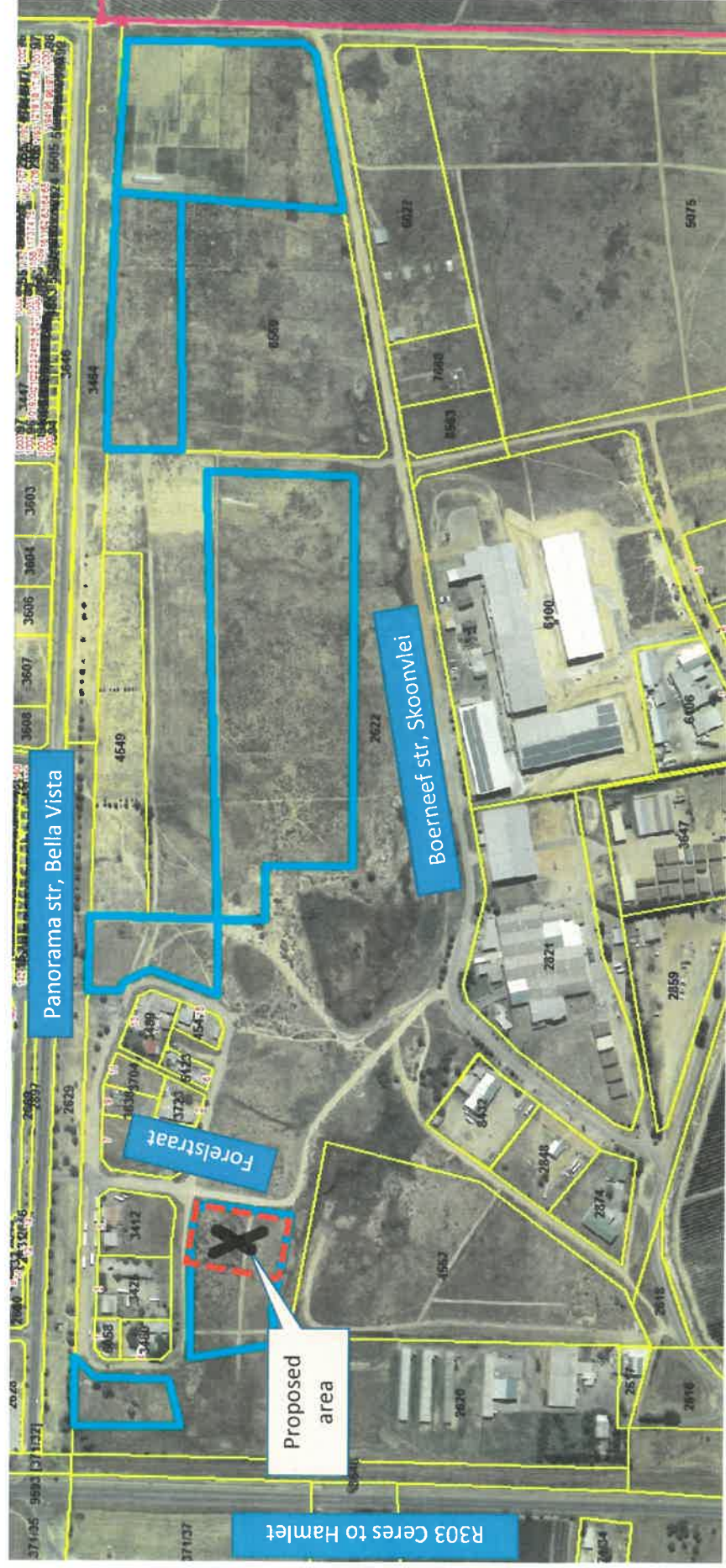
1st Phase construction of 800m² building – repacking & storage of fish. 15 jobs during peak, 5 rest of year.

Further phases 2 x 800m² buildings – additional meat repacking facility & entrepreneurial shops.

Land required – 6400m² near Bella Vista

Elektries insette - **AS** alles volgens plan gaan sal Eskom ons kwoteer vir die 5 Mva teen November 2020. Dit sal so R12 mil wees. Sodra on dit betaal sal ons binne 12 maande ons 5 Mva hê en ons kan allokasies weer toeken. As dinge nie volgens plan loop is ons in presies dieselfde posisie as wat ons nou is. **GEEN BESKIKBAARHEID** as gevolg van Eskom

Stadsbeplanning - die sonering is reg daarvoor. Geen EIA nie want dit is bestaande nywerheidsgebied binne urban area. Dus slegs onderverdeling. Indien die Raad dit sal goedkeur sal Tony net alle kostes moet dra vir die onderverdeling.



AM Araujo Vieira
C/o Orange and Vosstreet, Ceres
Po Box 273, Ceres, 6835

Tel: 023 312 1676
 Mobile: 083 4444 9757
 Email: lesvosfisheries@gmail.com

Att: Municipal Manager

PO Box 44,
 Ceres,
 6835

Request for land

Introduction

A need exists in the Witzenberg Municipal area. It has been noted that small entrepreneurs drive to cape town and or St Helena Bay to buy fish (for example snoek) from the fishermen at the harbours.

Entrepreneurs then bring it back to the Witzenberg Municipal area and sell it to the local people (especially to the farm workers).

This in itself is a great way to create jobs and to stimulate growth in the Witzenberg Municipal area. Local people buy local, the money (for the most part) stays in the Witzenberg community.

It has been noted that these small and upcoming entrepreneurs are facing challenges. Some of these challenges are economical and logistical, while others in my opinion, are environmental and health-related.

The current situation:

Currently, these entrepreneurs drive to the cape town harbour (136 km) or to St Helena Bay (168 km), both these journeys take about two hours one way. These journeys are usually undertaken in vehicles not equipped to carry fresh or inadequately frozen fish.

This results in a higher rate of spoilage, which results in a lower profit or even a loss for the entrepreneur (an economic issue) and the buyer can get ill from undetected spoiled fish (a health issue). If such spoiled fish is detected, such fish will probably end up in the municipal landfill (an environmental problem).

Due to the cyclical nature of the fishing seasons, these entrepreneurs only have access to this resource for approximately three months in a year, which limits them in creating a sustainable business.

A solution

We have taken it upon ourselves to find a solution for our community's need. We have access to the harbours to buy this fish at very competitive prices. We have access to the logistical infrastructure to transport the fish in terms of the industry standards and norms that ensure that spoilage (the environmental issue) and health factors (the health issue) are virtually eliminated.

The entrepreneurs will have access to the same fish that they will have at the harbours at almost the same price for the whole year. This will enable these entrepreneurs to have a business all year round (the economic issue).

An added advantage is the fish will be frozen at -30C, in Ceres whereas the fish at the port temperature may range anywhere between ambient temperature and -3C.

The plan (phase one)

Our plan proposes the construction of an 800m² building. This building will be suited for the repacking and storage of fish (in a frozen state). The entrepreneurs will be able to buy these fish from the facility in Ceres, throughout the year to sell to their customers. It will also be possible that local and regional businesses can purchase their fish from this facility.

This facility will create additional direct employment for 15 local people in the peak season time and 5 local people during other times of the year.

Further phases

Even though this document only focuses on the first phase, it is essential to take note of the further phases that may be implemented.

The further phases call for two additional 800m² buildings—the one building we envisage to be used as a meat repacking facility. Currently, Britos in Ceres is operating at maximum capacity for the packaging of meat products for sale to the general public. There is a demand for more meat packed in sellable packages. Our early estimation is that this repacking facility may create 10 – 15 additional employment opportunities.

The other building, we envisage being used a wholesaler for the small entrepreneurial shops (spaza shops) where these entrepreneurs can buy the product locally rather than to travel to Worcester or Cape Town to buy at the wholesalers there.

The need

We have a need of our own, and the main reason for this letter is that we need to buy land from someone (preferably from the Witzenberg municipality). We need to buy water and electricity (estimated at 250kVA peak) from someone (preferably from the Witzenberg municipality). The land needs to be, ideally, as close as can be to Bellavista, located in a suitable zoned area.

The reason for it needing to be in Bellavista is because, this is where the entrepreneurs that buy from us are situated. This is where the entrepreneurial shops are as well.

We also need a large piece of land. 6400m² piece of land near Bellavista is not readily available.

The request

We humbly request that the Witzenberg sells us a piece of municipal land or help to obtain a piece of land. With a 2400m² to 3200m² building with a 50% ratio of covering, we will need a piece of land of at least 4800m² to 6400m².

We also need a 3-phase power point from the municipality. Note that the highest demand for electricity is in the period after the packing and processing plants are scaling the operations down. We would also require water and refuse collection.

Closing

We are hopeful that the Witzenberg municipality can and are willing to aid us in our request. Thank you for taking the time to read my request.

Regards

Antonion Marcelino (Tony) Araujo Vieira

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN/TO: MUNICIPAL MANAGER

VAN/FROM: MANAGER: PROJECTS & PERFORMANCE

DATE: 09 February 2021

LêER VERW./FILE REF.: 05/01/5/13

PROPOSED REVISIONS TO THE 2020/21 SENIOR MANAGEMENT PERFORMANCE CONTRACTS WITH REGARDS TO SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN TARGETS

The Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006: Section 28(4) determines that: *"The employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties."*

The Mid-year budget and performance assessment (Section 72 Report) was tabled at the Council meeting held on the 27th of January 2021 as per item 8.1.12.

A thorough assessment of the performance of the municipality in the first half of the financial year was completed with the inputs from senior management. Proposed adjustments to Top Layer indicators was submitted to Council as required in terms of the MFMA 54(1) c. The relevant performance agreements will therefor have to be adjusted to accommodate decisions regarding adjustment of Top Layer key performance indicators. The performance agreements also include departmental/operational indicators which in some cases also need adjustment due to mainly the impact of the COVID pandemic.

The list of proposed adjustment attached herewith.

Ref	Senior Manager	Key Performance Indicator	Annual Target	Revised Annual Target	Motivation
MMIDP8	Municipal Manager	Effective functioning of ward committees to ensure consistent and regular communication with residents. Measured in total number off meetings per quarter.	48	24	Due to lockdown regulations all committee meetings could not take place.
CorpHR19	Corporate Services	Quarterly report on alignment of Time & Attendance leave system & SAMRAS	4	-	Due to lockdown regulations the system is not in use.
CorpHR30	Corporate Services	Conducting Time & Attendance Steering Committee meetings with representatives.	1	-	Due to lockdown regulations the system is not in use.
CorpAdm33	Corporate Services	Arrange quarterly section 79 meeting with all taxi related stakeholders.	4	1	Due to lockdown regulations all meetings could not take place.
CorpCom32	Corporate Services	Coordination of annual jamborees in all 7 towns where all municipal service delivery departments will be represented.	7	-	Due to lockdown regulations jamborees have been cancelled.
CorpTraf38	Corporate Services	% of budgeted income received from fines	18%	-	Contract with service provider has been cancelled.
CorpTraf44	Corporate Services	Quarterly report on performance of camera & speed offences service	4	-	Contract with service provider has been cancelled.

		provider			
FinDir1	Financial Services	Compilation of Financial Analysis by end September for IDP Workshops	1	-	IDP community workshop cancelled due to lockdown regulations
FinInc16	Financial Services	Limit estimation of meter readings to 10% per month	10%	15%	Meter reading staff rotated due to lockdown regulations and risk of contamination.
ComEnv11	Community Services	Quarterly environmental education programme visits to communities and schools	4	-	Due to lockdown regulations programmes and visits to schools have been cancelled.
ComHS19	Community Services	Bi-annual counting of informal settlement structures	2	1	Due to lockdown regulations counting due at December did not take place.
ComLib25	Community Services	Quarterly report on outreach programme whereby library will visit creches, schools & old age homes.	4	2	Due to lockdown regulations programmes and visits to schools have been cancelled.
ComRes30	Community Services	Pine Forest: % Customer satisfaction rating	80%	-	Due to lockdown regulations resorts was closed
ComSpo41	Community Services	Attend quarterly meetings with Sports Forum	4	-	Due to lockdown regulations meetings have been cancelled.

Note: Revisions to Top Layer key performance indicators (05/01/5/13/20) as tabled will also be adjusted in performance contracts additional to the above.

For further consideration and approval.



RECORDS MANAGEMENT POLICY

POLICY NUMBER: 2/6/3	APPROVE DATE: 31 July 2019
EFFECTIVE DATE: 31 July 2019	REVIEW DATE: 31 July 2022

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

Why have a Policy?

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1. PURPOSE

- 1.1 The Provincial Archives and Record Services of the Western Cape Act (3 of 2005) requires the Witzenberg Municipality to manage its records in a well-structured record keeping system, and to put the necessary policies and procedures in place to ensure that its record keeping and records management practices comply with the requirements of the act.
- 1.2 Information is a resource of the same importance to good management as other standard resources like people, money and facilities. The information resources of the municipality must therefore be managed as a valuable asset. Appropriate records management is a vital aspect of maintaining and enhancing the value of the asset. Witzenberg Municipality considers its records to be a valuable asset to:
- Enable councillors and employees to find the relevant information needed for the execution of their task easily and comprehensively;
 - Enable the municipality to perform its functions successfully and efficiently and in a accountable manner;
 - Support the business, legal and accountability requirements of the municipality;
 - Ensure the conduct of business in an orderly, efficient and accountable manner;
 - Ensure consistent delivery of services;
 - Support and document policy information and administrative decision-making;
 - Provide continuity in the event of a disaster;
 - Protect the interest of the municipality and the rights of employees, clients and present and future stakeholders;
 - Support and document the municipality's activities, development and achievements and;
 - Provide evidence of business in the context of cultural activity and contribution to the cultural identity and collective memory.
- 1.3 Records management, through the proper control of the content, storage and volume of records, reduces vulnerability to legal challenge or financial loss and promotes best value in terms of human and space resources through greater co-ordination of information and storage systems.

2. POLICY STATEMENT

- 2.1 All records created and received by the municipality shall be managed in accordance with the records management principles contained in the Provincial Archives and Records Services of the Western Cape Act (3 of 2005)
- 2.2 The following broad principles apply to the record keeping and records management practices:
- Sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records are followed.
 - The record management procedures comply with legal requirements, including those for the provision of evidence.
 - Sound procedures for the security, privacy and confidentiality of its records are followed.
 - Electronic records are managed according to the principles promoted by the Provincial Archives and Record Services of the Western Cape Act (3 of 2005).
 - The Municipality will put in place performance measures for all records management functions and will review compliance with such measures.

3. RELATIONSHIPS WITH OTHER POLICIES

- 3.1 This policy also consists of parts that cover the unique nature of the broad spectrum of records generated by the Municipality. These policies will upon finalisation thereof be managed by the Manager Administration and will consist of the following:
- Records procedure Manuel
 - Information Technology Policy

4 SCOPE AND INTENDED AUDIENCE

- 4.1 This policy impacts on the municipality's work practices for all those who:
- Create records including electronic records;
 - Have access to records;
 - Have other responsibilities for records, for example storage and maintenance responsibilities;
 - Have management responsibility for staff engaged in any of these activities; or
 - Manage, or have design input into information technology infrastructure.
- 4.2 The policy therefore applies to all staff members of the municipality and covers all records regardless of format, medium or age.

5. LEGISLATIVE FRAMEWORK

- 5.1 By managing its paper-based records effectively and efficiently the municipality strives to give effect to accountability, transparency and service delivery values contained in the legal framework, including, but not limited to:
- The Constitution of the Republic of South Africa;
 - National Archives and Records Service of South Africa Act (No 43 of 1996 as amended);
 - National Archives and Records Services of South Africa Regulations;
 - Municipal Finance Management Act (Act No 56 of 2003)
 - Promotion of Access to Information Act (Act No 2 of 2000);
 - Promotion of Administrative Justice Act (Act No 3 of 2000);
 - Electronic Communications and Transactions Act (Act No 25 of 2002)
 - Local Government: Municipal Systems Act (Act N 32 of 2000)
 - Local Government: Municipal Structures Act (Act 117 of 1998)
 - Local Government: Municipal Property Rates Act (Act 6 of 2004).
 - Protection of Personal Information Act (No 4 of 2013)
 - Provincial Archives and Records Service of the Western Cape Act(Act 3 of 2005)

6. ROLES AND RESPONSIBILITIES

6.1 Director: Corporate Services

- 6.1.1 The Director: Corporate Services is ultimately accountable for the record keeping and records management practices of the municipality.
- 6.1.2 He/she is committed to enhance accountability, transparency and improvement of service delivery by ensuring that sound records management practices are implemented and maintained.
- 6.1.3 He/she supports implementations of this policy and requires each staff member to support the values underlying in this policy.
- 6.1.4 He/she must designate a manager to be the Records Manager of the municipality and must mandate the Manager Administration to perform such duties as are necessary to enhance the record keeping and records management practises of the municipality to enable compliance with legislative and regulatory requirements.

6.2 Directors, Heads of Departments and Managers

- 6.2.1 Directors, Heads of Departments and Managers are responsible for the implementation of this policy in their respective units.
- 6.2.2 They must lead by example and must themselves maintain good record keeping and records management practises.
- 6.2.3 They must ensure that all staff are made aware of their record keeping and records management responsibilities and obligations.

- 6.2.4 They must ensure that the management of records including e-mails is a key responsibility in the performance agreements of all the senior staff in their units.

6.3 Manager Administration

6.3.1 The Manager Administration

- the implementation of this policy;
- staff awareness regarding this policy;
- the management of all records according to the records management principles contained in the Provincial Archives and Records Services of the Western Cape Act (No 3 of 2005)
- The determination of retention periods in consultation with the users and taking into account the functional, legal and historical need of the municipality to maintain records of transactions.
- The retention and destruction of archives in collaboration with the Provincial Archives and Records Services of the Western Cape.

- 6.3.2 The Specific duties of the Manager Administration are contained in the Manager Administration job description which is kept on his/her personal file.

- 6.3.3 The Manager Administration in collaboration with the Human Resources Section is mandated to make such training and other interventions as are necessary to ensure that the municipality's records keeping practises comply with the records management principles contained in the Provincial Archives and Record Services of the Western Cape Act (No 3 of 2005)

- 6.3.4 The Manager Administration may from time to time issue circulars and instructions regarding the record keeping and records management practices.

- 6.3.5 The Manger Administration must ensure that all records created and received are classified according to the approved file plan and that a written disposal authority is obtained for them from the Provincial Archives and Records Services of the Western Cape Act (No 3 of 2005)

6.4 Information Officer

- 6.4.1 The Information Officer is responsible for approval of requests for information in terms of Promotion of Access to Information Act.

- 6.4.2 The Information Officer must inform the Manager Administration if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

6.5 IT Manager

- 6.5.1 The IT Manger is responsible for the day-to-day maintenance of electronic systems that stores records, excluding those systems that are operated in terms of service level agreements.

- 6.5.2 The IT Manager must work in conjunction with the Manager Administration to ensure that public electronic records are properly managed, protected and appropriately preserved for as long as they are required for business, legal and long-term preservation purposes.

- 6.5.3 The IT Manager must ensure that appropriate systems technical manuals and system procedure manuals are designed for each electronic system that manages and stores records, excluding those systems which are operated in terms of service level agreements.

- 6.5.4 The IT Manager however, remains accountable overall for storage of records on electronic systems and record storage in the case of service level agreements must be done in collaboration with the IT Manager.

- 6.5.5 The IT Manager must ensure that all electronic systems capture appropriate systems generated metadata and audit trail data for all electronic records to ensure that authentic and reliable records are created.

- 6.5.6 The IT Manager must ensure that electronic records in all electronic systems remains accessible by migrating them to new hardware and software platforms when there is a danger of technology obsolescence including media and format obsolescence.

- 6.5.7 The IT Manager must ensure that all data, metadata, audit trail data, operating systems and application software are backed up on a daily, weekly and monthly basis to enable the recovery of authentic, reliable and accessible records should disaster occur.
- 6.5.8 The IT Manager must ensure that back-ups are stored in a secure off-site environment.
- 6.5.9 The IT Manager must ensure that systems that manage and store records are virus free.
- 6.5.10 Comprehensive details regarding specific responsibilities of the IT Manager are contained in the computer policy.

6.6 Legal Advisor

- 6.6.1 The Legal Advisor is responsible for keeping the Manager Administration updated about developments in the legal and statutory environment that may impact on the record keeping and records management practices of the Municipality.

6.7 Registry Staff

- 6.7.1 The registry staff are responsible for the physical management and security of the records in their care.
- 6.7.2 Detailed responsibilities regarding the day-to-day management of the records in the registry are contained in the *Registry Procedure Manual*.

6.8 All Staff

- 6.8.1 Every staff member must create records of transactions while conducting official business.
- 6.8.2 Every staff shall manage those records efficiently and effectively by:
 - allocating reference numbers and subjects to paper based and electronic records according to the file plan in collaboration with the Manager Administration; the file plan will be made available for perusal on the Intranet;
 - sending paper-based records to the registry for filing;
 - ensuring that records are destroyed or deleted only in accordance with the written disposal authority issued by the manager Administration.
- 6.8.3 Records management responsibilities must be written into the performance agreements of all staff members, where such agreements exist, to ensure that staff are evaluated on their records management responsibilities.
- 6.8.4 All staff are responsible to ensure that hard copies are made of all electronic records.

7. RECORDS CLASSIFICATION SYSTEMS AND RELATED STORAGE AREAS

The Municipality has the following systems that organize and store records:

7.1 Correspondence systems

7.1.1 File Plan

- 7.1.1.1 Only the file plan approved on 29 July 2003 as amended on 17 May 2012 may be used for the classification of correspondence records. The file plan must be used for the classification of paper-based and electronic (including e-mail) records.
- 7.1.1.2 Specific procedures for the allocation of file subjects and reference numbers to electronic records are contained in the *Registry Procedures Manual* that is kept by Manager Administration.
- 7.1.1.3 File reference numbers to all correspondence (paper, electronic, e-mail) may only be allocated by the registry office according to the approved subjects in the file plan.
- 7.1.1.4 When correspondence is created or received for which no subjects exists in the file plan, the registry office should be contacted to assist with additions to the file plan. Under no circumstances may subjects be added to the file plan if they have not been approved by the Manager Administration. Specific procedures regarding the addition and approval of a subject in the electronic systems are contained in the *Registry Procedures Manual* that is kept by the Manager Administration.

7.1.2 Storage areas

7.1.2.1 Paper-based correspondence files are kept in the custody of-

7.1.2.1.1 The central registry

7.1.2.1.1.1 All paper-based correspondence system records are housed in the central registry.

7.1.2.1.1.2 All these records are under the management of the Manager Administration who is mandated to ensure that they are managed properly.

7.1.2.1.1.3 The registry is a secure storage area and only registry staff are allowed in the records storage area.

7.1.2.1.1.4 Staff members that need access to files in the registry shall place a request for the files at the counter.

7.1.2.1.1.5 The registry office must keep record of all files issued.

7.1.2.1.1.6 The registry must be locked when the registry is not in operation.

7.1.2.2 Electronic Correspondence Records

7.1.2.2.1 Electronic records are stored in electronic repository that is maintained by the ICT section.

7.1.2.2.2 Access to storage areas where electronic records is limited to the Information Technology and Finance staff who have specific duties regarding the maintenance of the hardware, software and media.

7.2 Records other than correspondence systems

7.2.1 Schedule for records other than correspondence systems

7.2.1.1 The Manager Administration maintains a schedule of all records other than the correspondence system. The schedule contains a description of each set of records other than the correspondence system and indicates the storage location and retention periods of these records regardless of format. The schedule is kept by the Manager Administration.

7.2.1.2 Should records be created /received that are not listed in the schedule, the Manager Administration should be contacted to add the records to the schedule.

7.2.2 Storage Areas

7.2.2.1 Paper-based

7.2.2.1.1 The municipality has sets of paper-based records other than the correspondence systems that are in the custody of the various officials that use them on a daily basis and which are listed in a Schedule kept by the registry office.

7.2.2.1.2 These records are under the control of the Manager Administration who is mandated to ensure that they are managed properly.

7.2.2.2 Audio-visual records

7.2.2.2.1 The municipality has sets of audio-visual records that must be stored in secure areas.

7.2.2.2.2 These records are under the control of the Manager Administration who is mandated to ensure that they are managed properly.

7.2.2.3 Electronic systems other than the correspondence systems

7.2.2.3.1 Detailed guidance regarding the management of these systems is contained in the electronic records management policy.

- 7.2.2.3.2 The municipality has a number of electronic records systems in operation which is not part of the correspondence system and that generates and store public records and which must be listed and updated annually.
- 7.2.2.3.3 The ICT Manager is responsible for the day-to-day maintenance of these systems, excluding those operated in terms of service level agreements.
- 7.2.2.3.4 The records maintained in these systems are under the control of the Manager Administration who is mandated to ensure that they are managed properly.
- 7.2.2.3.5 Detailed guidance regarding the management of these systems will be contained in the electronic records management policy which is to be developed; the names of these systems must be noted as well as where the database /repository is housed.

8. DISPOSAL OF RECORDS

- 8.1 No public records (including official e-mail) shall be destroyed, erased or otherwise disposed of with prior written authorization from the Provincial Archives and Records Services of the Western Cape.
- 8.2 The Provincial Archives and Records Services of the Western Cape has issued a Standing Disposal Authority Number for the disposal of records classified against the file plan. The Manager Administration manages the disposal schedule.
- 8.3 Retention periods indicated on the file plan and schedule were determined by taking the municipality's legal obligations and functional needs into account. Should a staff member disagree with the allocated retention periods, the Manager Administration should be contracted to discuss a more appropriate retention period.
- 8.4 Disposal in terms of these disposal authorities will be executed annually in December.
- 8.5 All disposal actions should be authorised by the Manager Administration prior to their execution to ensure that archival records are not destroyed inadvertently.
- 8.6 Non-archival records that are needed for litigation, Promotion of Access to Information requests or Promotion of Administrative Justice actions may not be destroyed until such time that the Manager Administration has indicated that the destruction hold can be lifted.
- 8.7 Paper-based archival records shall be safely kept until they are due to transfer to the Provincial Archives and Records Services of the Western Cape. Transfer procedures shall be as prescribed by the Provincial Archives and Records Services of the Western Cape in the Records Management Policy Manual.
- 8.8 Specific guidelines regarding the procedure to dispose of electronic records are contained in the electronic records management policy.

9. RECEIPT, STORAGE AND CUSTODY

- 9.1 See par. 7 for an identification of all record keeping systems and their storage locations. All records received must be submitted to the central registry to ensure proper distribution to the directorate responsible for disposal thereof.
- 9.2 All records shall be kept in storage areas that are appropriate for the type of medium. The Provincial Archives and Records Services of the Western Cape and Records Services' guidelines contained in the Records Management Policy Manual shall be applied.
- 9.3 Specific policies for the management of electronic storage media are contained in the electronic records management policy.

10. ACCESS AND SECURITY

- 10.1 Records shall at all times be protected against unauthorised access and tampering to protect their authenticity and reliability as evidence of the business of the municipality.
- 10.2 Security classified records shall be managed in terms of the Information Security Policy which will be developed.
- 10.3 No staff members shall remove records that are not available in the public domain from the premises of the municipality without the explicit permission of the Manager Administration in consultation with the person responsible for security of information.

- 10.4 No staff member shall provide information and records that are not in the public domain to the public without consulting the Manager Administration. Specific guidelines regarding requests for information are contained in the Promotion of Access to Information Policy which is maintained by the Information Officer.
- 10.5 Personal information shall be managed in terms of the Promotion of Access to Information Act until such time that specific protection of privacy legislation is enacted.
- 10.6 No staff member shall disclose personal information of any member of staff or client of the municipality to any member of the public without consulting the Information Officer first.
- 10.7 Councillors shall have access to information provided the request for information is in line with his/her functional area of responsibility and will be made available via the Municipal Manager or the Speaker.
- 10.8 Where allowed by any specific system, an audit trail must be logged of all attempts to alter or edit electronic records and their metadata.
- 10.9 Records storage areas must at all times be protected against unauthorised access.
The following shall apply:
- 10.9.1 Registry and other records storage areas must be locked when not in use.
- 10.9.2 Access to server rooms and storage areas for electronic records media shall be managed by the ICT Manager.

11. LEGAL ADMISSIBILITY AND EVIDENTIAL WEIGHT

- 11.1 The records of the municipality must at all times contain reliable evidence of business operations. The following shall apply:

11.1.1 Paper-based records

- 11.1.1.1 Records that were placed on files shall not be altered in any way.
- 11.1.1.2 No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the Manager Administration.
- 11.1.1.3 Should evidence of any kind be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

11.1.2 Electronic records

- 11.1.2.1 The municipality shall use systems which insure that its electronic records are:
 - authentic
 - not altered or tampered with;
 - auditable; and
 - produced in systems which utilise security measures to ensure their integrity.
- 11.1.2.2 The Electronic Records Management Policy will contain specific information regarding the metadata and audit trail information that should be captured to ensure that records are authentic.

12. TRAINING

- 12.1 The Manager Administration must successfully complete the Provincial Archives and Records Service's Management Course, as well as any other records management training that would equip him/her for his/her duties.
- 12.2 The Manager Administration must identify such training courses that are relevant to the duties of the registry staff and must ensure that the registry staff are trained appropriately.
- 12.3 The Manager Administration must ensure that all staff members are aware of the records management policies and must conduct or arrange such training as is necessary for the staff to equip them for their records management duties.

13. MONITOR AND REVIEW

- 13.1 The Manager Administration must review the record keeping and records management practices of the municipality on a regular basis and must adapt them appropriately to ensure that they meet the business and service delivery requirements of the municipality.
- 13.2 The policy must be reviewed on a regular basis and must be adapted appropriately to ensure that it meets the business and service delivery of the municipality.

14. DEFINITIONS

Archives repository:

The building in which records with archival value are preserved permanently.

Authentic records:

Authentic records are records that can be proven to be what they purport to be. They are also records that are considered by the creators to be their official record.

Authoritative records:

Authoritative records are records that are authentic, reliable, trustworthy and useable and are complete and unaltered.

Correspondence system:

A set of paper-based and electronic communications and associated documents, sent, received, generated, processed and stored during the conduct of business.

Custody:

The control of records based upon their physical possession.

Disposal:

The action of either destroying/deleting a record or transferring it into archival custody.

Disposal authority:

A written authority issued by the Provincial Archives and Records Services of the Western Cape specifying which records should be transferred into archival custody or specifying which records should be destroyed/deleted or otherwise disposed of.

Disposal authority number:

A unique number identifying each disposal authority issued to a specific office.

Electronic records:

Information which is generated electronically and stored by means of computer technology. Electronic records can consist of an electronic correspondence system and electronic record systems other than the correspondence system.

Electronic records system:

This is the collective noun for all components of an electronic system, namely; electronic media as well as all connected items such as source documents, output information, software applications, programmes and meta data (background and technical information i.r.o. the information stored electronically) and a hard copy. All these components are defined as records by the Act. They must therefore be dealt with in accordance with the Act's provisions.

File plan:

A pre-determined classification plan by which records are filed and/or electronically indexed to facilitate efficient retrieval and disposal of records.

Filing system:

The collective noun for a storage system (like files, boxes, shelves or electronic applications and storage systems) in which records are stored in a systematic manner according to a file plan.

Non-archival records:

Records with a short lived interest or usefulness.

Public record:

A record created or received by the municipality in pursuance of its activities, regardless of form or medium.

Records other than correspondence systems:

Records that do not form part of a correspondence file, or a case file e.g. registers, maps, plans, electronic records, audio-visual records, etc.

Record:

- 1) Recorded information regardless of form or medium
- 2) Evidence of a transaction, preserved for the evidential information it contains.

Records classification system:

A plan for the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods and procedural rules represented in the classification system.

Recording:

Anything on which sounds or images or both are fixed or from which sounds or images or both are capable of being reproduced, regardless of form.

Record keeping:

Making and maintaining complete, accurate and reliable evidence of official business in the form of recorded information.

Record management:

Records management is a process of ensuring the proper creation, maintenance, use and disposal of records throughout their life cycle to achieve efficient, transparent and accountable governance.

Retention period:

The length of time that records should be retained in offices before they are either transferred into archival custody or destroyed/deleted.

Schedule for records other than correspondence systems:

A control mechanism for records other than correspondence files (other records), which contains a description and the disposal instructions and retention periods of all other records. It consists of the following parts:

- Schedule for paper-based records other than correspondence files;
- Schedule for electronic records system other than the electronic correspondence system;
- Schedule for microfilm records;
- Schedule for audio-visual records.

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WITZENBERG
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REGISTRY PROCEDURE MANUAL

APPROVAL BY COUNCIL

APPROVAL DATE	REVIEW DATE



GENERAL

1. PURPOSE OF REGISTRY PROCEDURE MANUAL

All Registries of Offices which resort under the **Provincial Archives and Records Services of the Western Cape Act, 2005 (Act 3 of 2005)** must have a Registry Procedure Manual approved by the National Archives. The purpose of the manual is to ensure the use of effective and efficient Registry procedures, to facilitate on job training of Registry staff and to give guidelines to other officials on the procedures to be followed when dealing with records.

2. COMPILATION AND ADDITIONS/AMENDMENTS TO REGISTRY PROCEDURE MANUAL

It is the responsibility of the Records Manager to ensure that a Registry Procedure Manual is compiled and maintained. All requests for amendments must be directed to the Records Administrator who will report the additions/amendments to the **Western Cape Archives and Records Services**.

GLOSSARY

Control sheet

It is a form with specific columns which is pasted to the inside (left hand side) of the file cover. The form is completed by Registry Personnel to mark out incoming mail for attention/information. This form can also be used for pending purposes/comments by officials.

Current records

Records which form part of a records classification system still in use.

Disposal/dispose

The action of either destroying/deleting a record or transferring it into archival custody.

Disposal authority

A written authority issued by the **Western Cape Archives and Records Services** specifying which records should be transferred into archival custody or which records should be destroyed/deleted or otherwise disposed of.

Documents/Records

A document is the full range of material received and created (generated) by office automation systems, e.g. spread sheets, e-mail messages, graphical images, word processing documents, etc. as well as the full range of paper-based materials such as minutes, reports, submissions, letters, invoices, leave forms, etc.

The document becomes a record when it is generated and maintained by the Organisation in pursuance of legal obligations or in the transaction of business.

Electronic records

Records generated and received electronically and stored by means of computer technology.

Ephemeral

Records with little archival value which may be destroyed after disposal authority has been obtained from the **Western Cape Archives and Records Services**.

Retention

1. The length of time that records should be retained in offices before they are either transferred into archival custody or destroyed/deleted. As far as non-archival records are concerned the Head of the Office decides on the retention periods in accordance with the administrative use of the records and the legal obligations the records need to fulfil. In the case of archival records the **Provincial Archives and Records Services of the Western Cape Act, 2005 (Act 3 of 2005)** determines that such records must normally be kept for twenty years after the end of the year in which they were created, before they are transferred into archival custody.
2. In an electronic document management system the length of time a record is kept online before it is moved to near-line or offline storage.

Schedule of other records

(Also known as *Records Control Schedule*, previously known as *List of Other Records*)

A control mechanism for records other than correspondence files (Other Records), which contains a description and the disposal instructions together with the retention periods of all other records. Examples of Other Records are financial records, registers, agendas, minutes, etc.

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1. SUPERVISORY OFFICIALS

1.1 Records Manager

- The overall control, preservation and care of the Witzenberg Municipality's correspondence files and records other than correspondence files, rest with the Records Manager. The relevant official also exercise overall control of the activities of departments where files are kept. No amendments regarding Records Management practices should be implemented without the knowledge and/or consent of this official. The various Services which use records other than correspondence files may store them in their respective offices, but the Records Manager is responsible for the overall control thereof and should be allowed access to them at all times.
- The Records Manager is to ensure that the following duties are performed:
 - Control over compilation of records classification system(s)
 - Control over the maintenance and application of the filing system(s) and Records Control Schedule(s)
 - Control over the disposal of all records
 - Control over the safe preservation of all records
 - Control over training of Registry staff and other officials in Registry Practices/Procedures

If any of the abovementioned duties need to be delegated during the absence of the relevant official, it should be assigned to a person with a similar or higher designation.

1.2 Records Administrators

- Develop and maintain records classification system(s) for the organisation.
- Develop and implement training programmes and compile training manual.
- Audit procedures and practices in all Registries.
- Compile and maintain Registry Procedure Manual(s).
- Liaise with Western Cape Provincial Archives in respect of records classification systems.

1.3 Registry Head

The Registry Head is responsible for the implementation, administration and supervision of all Registry procedures as well as the on job training of Registry personnel.

2. MAILBAG

- 2.1 The courier collects the mailbag daily from the Post Office. When collected in the mornings, it must be done as early as possible in order to allow for the speedy processing of letters and especially financial items.
- 2.2 The courier must ensure that the mailbag is sealed when received from the Post Office.
- 2.3 The mailbag must be opened (unlocked) and the mail sorted in the presence of two Registry staff members.

- 2.4 The sealed mailbag is returned to the Post Office in the late afternoon where it remains until the following morning.
- 2.5 The responsibility for the safekeeping of the key rests with the Registry Head.

3. RECEIPT AND PROCESSING OF INCOMING MAIL

- 3.1 In the presence of two Registry staff members, the envelopes are slit open on at least two sides to ensure that the entire content is removed (in the absence of the second Registry staff member the Records Head must instruct another Registry staff member to assist).
- 3.2 The content is then sorted according to type of record, e.g. cheques, accounts and official correspondence.
- 3.3 The following types of records may be received and will be handled as described below:

3.3.1 In the mail bag

3.3.1.1 Cash

- All cash and money orders must be counted and checked against the amount reflected on the accompanying letter/account. Where the amount included is less/more than the amount mentioned in the letter/account, it must be recorded on the letter/account and signed off by both officials.
- All cash and money orders must be recorded individually in the remittance register. The officials responsible for the opening and recording of the mail must sign next to each item in the register in order to verify amounts received.
- The format of the register should be in accordance with the example reflected in Annexure A.
- Once the items have been recorded in the relevant register by the Registry officials, each item must be signed for by an official in the Cash Office. The relevant official will capture the entries in the system and quote the receipt number next to each item in the remittance register. The relevant register is then returned to the Registry for the following day's entries. (The Records Head will control and check the pre-printed pages regularly).

3.3.1.2 Cheques and postal orders

- The words *NOT TRANSFERABLE* must be stamped in red ink on the front of all cheques and postal orders.
- The date stamp must be applied to the back of the cheque, as well as on the accompanying account.
- The recording of the cheques and postal orders should only be done by the Registry staff when resources and circumstances permit.
- When the payer has omitted to fill in the name of the organisation on the cheque/postal order the words *Witzenberg Municipality* should be entered in consultation with the Financial Department/Office.
- A cheque/postal order that has no amount written in, must be handed to the Registry Head for resolution in consultation with the Finance Department/Office.
- The cheques and postal orders are then handed over to an official in the relevant Cash Office.

3.3.1.3 Private mail

- The Council's private bag may not be used for private mail. (See Annexure B).
- Private mail received in Registry will not be opened, but a warning slip (see Annexure C) together with the policy circular (see Annexure B) will be attached to the mail reminding the addressee of the policy. Should the relevant official not respond to the warning further steps will be taken.
- If it is established that the addressee has left the service the mail will be sent back to the author where an address was provided, or alternatively be destroyed.

3.3.1.4 Private and confidential mail

(This category refers to official mail which, due to the sensitive nature thereof, is marked as *Private and Confidential*)

- Mail which is marked *Private and Confidential* must be opened and a copy sent to the addressee.
- Should the recipient decide that the mail is of such a sensitive nature that it should not be filed in Registry with the other non-confidential records, and alternative arrangement must be made with the Registry Head. The Registry Head must deal with it in accordance with paragraph 22 of the General Instructions of the filing system.

3.3.1.5 Official mail

(For Registered Mail, see paragraph 3.3.1.6)

- Mail received, which is not normally dealt with in the Registry, such as for example Human Resources job application forms, must be date stamped and forwarded to the user Department.
- Date stamping and reference number allocation
 - All correspondence must be read immediately to ensure that any annexures and/or monies referred to have actually been enclosed. If such items are missing, it must be neatly noted on the letter and initialled by both Registry officials. Loose annexures should be attached to the accompanying letter.
 - The correspondence must be date stamped on an open space on the document. Under no circumstances must any written part of the document be covered by such stamp as it could make important information illegible. If the front of the letter has insufficient space, the date stamp should be applied to the back. It should only be placed on the first page of the record. Under no circumstances may agreements/contracts be date stamped or punched, nor may reference numbers be written on such agreements. Where not covering letter exists for reference/date stamp purposes, a loose sheet of paper must be attached.
 - Items smaller than A4 are to be pasted on an A4 sheet before filing.
 - A file reference number must be allocated by using the **Witzenberg Municipality's** approved filing system. For procedures in respect of file number allocation, see paragraph 4 of these Instructions.
 - The file reference number is written in the top right hand corner in pencil.

3.3.1.6 Registered Mail

Incoming

- A notification slip(s) is received in the mailbag.
- Detail pertaining to slip(s), namely date received, Post office number as well as postal reference number, is recorded in a register for registered mail. It could also be done electronically. For an example of the lay-out of such register, see **Annexure D**.
- These slips are date stamped, signed and sent with the courier to the Post Office for collection purposes. The number of registered items to be collected by the courier must be recorded in a separate note book and the latter must sign for the receipt of the slips at Registry.
- The registered items together with a copy of the notification slips are returned to the Registry Office.
- The Registry official must check whether all items have been received and marks them off in the relevant Register.
- After having opened the registered items, it is also recorded in the register to whom the item has been referred to as well as the contents thereof. A signature must be obtained from the official to whom the item has been referred to on his/her receipt thereof.
- The copies of the notification slips must be kept for six months before they are disposed of. Disposal may only take place if Disposal Authority has been obtained from the **Witzenberg Municipality**. (For disposal see paragraph 19 of this Procedure Manual).

Outgoing

(For outgoing mail see paragraph 13 of this Procedure Manual)

- Clear indication must be given to Registry as to which items are to be registered.
- When letters are registered, the prescribed *List of Registered Letters* form, which are to be obtained from the Post Office, must be completed.
- Registered stickers, available from the Post Office, are to be used on all registered mail. The entire sticker must be pasted at the bottom of the envelope. The "book copy" of the sticker must be taken off from the envelope and pasted on the *List of Registered Letters* form next to the relevant entry, whereas the "customer copy" of the sticker must be pasted on the file copy of the relevant letter.
- The registered envelopes accompanied by the completed *List of Registered Letters* form must be handed in at the Post Office over the counter.
- The abovementioned list, together with the tracking receipt, is returned by courier to the Registry and must be filed in a lever arch file and kept safely for future reference purposes.

3.3.2 Faxes

3.3.2.1 Received from the fax machine in Registry

A copy is made of the fax received at Registry and a reference number is allocated before it is routed to the official who must attend to it. The original fax will be treated / processed as normal incoming mail. Should the original fax not be on plain paper, a copy must be made for filing purposes. Registry staff must indicate on the original copy that a copy has already been handed to the official for attention/action.

3.3.2.2 Received at remote fax machines

The fax must be forwarded to Registry either by faxing it internally or by making a copy thereof and sending it via the messenger system. At Registry it will be treated / processed as normal incoming mail.

3.3.3 Official Electronic Mail

3.3.3.1 Outgoing e-mails

(For outgoing mail see paragraph 13 of this Procedure Manual)

(To officials/councillors and outside the Organisation)

- A file reference number must be provided in the subject line of all official e-mails.
- A signed paper copy of the e-mail and its attachments must be made by the author and sent to the Registry. The e-mail should simply be forwarded electronically to Registry.

3.3.3.2 Incoming e-mails

3.3.3.2.1 Received from inside Council

3.3.3.2.1.1 Addressed to "All Users"

E-mails received, which are addressed to "All Users" need not be printed out by the receiver and forwarded to his/her Registry as the Registry is part of the "All Users" mailing list. A designated official from the said Registry must place the e-mail on the relevant subject file.

3.3.3.2.1.2 Addressed to individuals and groups (Excluding "All Users")

E-mails addressed to individuals and groups, including attachments, must be printed out by the "creator" as well as the receiver and sent to his/her local Registry for filing or sent electronically where Registry will make a paper copy.

The Registry Head must guard against duplicates on files.

3.3.3.2.2 Received from outside Council

E-mails received from outside Council must be printed and sent to Registry for filing or sent electronically where Registry will make a paper copy.

3.3.4 Intranet and Internet documents

The onus is on the author/originator of any Intranet document to ensure that a paper copy is sent to the Registry. In addition to this, Registry must ensure that policy documents are printed from intranet and placed on the relevant subject files.

3.3.5 Incorrectly addressed and delivered mail is returned to the mailbag.

3.4 Incoming Mail Register

All incoming mail is to be recorded in an incoming electronic mail register. A daily report should be printed and kept for reference purposes. For relevant information to be recorded in the mail register, see Annexure E.

3.5 Acknowledgement of receipt

Where ever possible, an acknowledgement card/letter/fax/e-mail should be sent out by the Registry Section containing the following information:

- Name and address of correspondent
- Subject of letter
- Date of letter received
- File reference number and tracking number
- Name of designated official
- Signature

4. ALLOCATION OF FILE REFERENCE NUMBERS

- Only the Registry Head or a Registry staff member tasked with this duty may allocate reference numbers.
- In order to allocate a file reference number, the correspondence should be read thoroughly and carefully. Under no circumstances should the subject of the correspondence be determined by simply reading the heading thereof.
- If more than one subject is dealt with in a letter, the references should be quoted for each subject and copies of the correspondence should be made for relevant files.
- All correspondence must be classified (given a file reference number) in terms of the **Witzenberg Municipality's** approved Filing System.
- To determine the correct reference number, the list of main series should first be examined to decide on a suitable main series. Thereafter the various sub-series of a specific main series should be referred to in order to determine the correct file reference number.
- Whenever there is doubt about the correct and appropriate file number, the Records Administrators should be contacted. Officials working with correspondence should also ensure that the correspondence they deal with is placed on the correct files.
- The file reference number is written in the top right hand corner in pencil.

5. PREPARATION AND OPENING OF FILE COVERS

5.1 A file cover is opened when the first piece of correspondence for that file has been received. The following must be provided on the file cover when opening it:

- Name of the office
- File reference number
- Volume number
- Complete file description (see paragraph 5.2)
- Period (Date of first item on file)
- Disposal symbol if available
- Cross reference (e.g. *for previous correspondence, see file.....*)

5.2 The description of the subject on the file cover should correspond with the description of the subject as indicated in the filing system. In this regard paragraph 13 of the General Instructions to the filing system must be strictly adhered to. The main series description must in all cases be indicated on the cover. Normally each component of the file number should be indicated by the corresponding description. Where Registry Officials are unsure which components can be omitted, the final decision must be made by the Registry Head. Correct spelling is at all time of the utmost importance.

5.3 It should be indicated on the file cover which volume of the file it is and as soon as the first volume is opened, it should be marked *Volume 1*. Only Arabic numbers may be used for this purpose.

5.4 The correspondence period covered by the file should be indicated on the cover, namely the date of the first and last item in the file.

5.5 The disposal instruction in respect of each file is endorsed on the file cover as soon as the file is opened, if Disposal Authority has already been obtained from the **Western Cape Archives and Records Services**. Application for disposal authority must be made by the Records Management and is normally done two years after a filing system has been implemented.

5.6 A control sheet should be pasted to the left inside cover of the file. For particulars about the use of the control sheet, see paragraph 6.2 of this Procedure Manual and for an example see Annexure G.

5.7 File descriptions and numbers on file covers must be done neatly. A file cover, neatly prepared, catches the eye and is in itself an incentive to the person who uses it to keep it in good condition.

5.8 For an example of an opened file cover, see Annexure F.

5.9 Care should be taken to ensure that documents are neatly filed.

6. CIRCULATION OF DOCUMENTS FOR ATTENTION / INFORMATION

6.1 The original correspondence is placed on the file in date order with the most recent date (creation date) on top. An annexure or enclosure always forms part of the documentation which was received regardless of the date thereof. A consecutive item number is allocated to the record. Each item is seen as an entity and receives only one number. The control sheet is completed and is the document routed electronically to the recipient. No file may leave the Registry.

6.2 Control sheet

(For pending of documents, see paragraph 12)

- 6.2.1 The control sheet is used to verify all documents in the file.
- 6.2.2 For lay-out of control sheet, see **Annexure G**.

7. CLOSURE OF FILES

- 7.1 Registry should continuously observe the thickness of current files. As soon as a file become 3 cm thick, a new volume should be opened and the previous volume closed. When a volume is closed, the date of the last item of correspondence should be endorsed on the cover. The final document in the closed volume should be a sheet of paper with the words *Closed*. See volume _____.
- 7.2 Closed correspondence files should be filed in corrugated cardboard boxes for protection against light and dust and should be stored separately from open volumes.
- 7.3 If the file cover is damaged or not presentable, the cover should be replaced with a new cover.
- 7.4 See also paragraph 20 of the General Instructions to the approved filing system.

8. FILE MOVEMENT

- 8.1 The movement of files must be controlled by using the computer based system.
- 8.2 Files which are lent to outside bodies, e.g. legal firms, must be recorded by Registry and signed for by the recipient.

9. BULKY DOCUMENTS

- 9.1 Bulky documents are not filed with other documents, but are placed in annexure file covers. An indication of this must be given on the corresponding file. The annexure cover must reflect the file reference number as well as the words *Annexure Cover*. No correspondence may be placed on this file. (See also paragraph 17 of the General Instructions to the approved filing system).

10. POLICY OF DOCUMENT ECONOMY

- 10.1 Excessive cross-filing and duplication of papers on files must be guarded against.
- 10.2 Where identical outgoing letters are directed to more than one address, only one copy needs to be placed on file, together with a list of the other addresses to which similar letters have been sent.
- 10.3 Where an acknowledgement of receipt is done on a copy of a letter, this copy should replace the file copy.

11. TEMPORARY FILES

- 11.1 When a file cannot be traced, or has been forwarded to an outside body/person, a temporary file may be opened. It must be indicated as such on the file cover. When the original file is traced / returned, the correspondence should be removed from the temporary file and placed on the original one. The temporary file cover is **then** destroyed.
- 11.2 The Registry Head must authorise the opening of temporary files.

12. PENDING OF DOCUMENTS

The electronic pending system can be used when an item referred to an official cannot be dealt with immediately.

13. OUTGOING MAIL

- (1. For Registered Outgoing Mail, see paragraph 3.3.1.6 of this Procedure Manual
2. For Outgoing e-mails, see paragraph 3.3.3.1 of this Procedure Manual)

- 13.1 The file copy, together with the original, which must be in a sealed envelope, should be sent to Registry for filing/posting. The sender is responsible for putting the address on the envelope.
- 13.2 An indication must be given on the envelope should Fast or Registered Mail be required.
- 13.3 Registry staff must check the file reference numbers on all outgoing correspondence before the filing thereof. If found to be incorrect, the sender is notified in order to prevent similar mistakes. The file number is changed on the file copy and then placed on file. The file reference number must also be changed in the Incoming Mail Register where applicable.
- 13.4 A daily file of outgoing mail may be kept and circulated as required. Copies of secret/confidential outgoing mail are not circulated.

14. DISTRIBUTION

14.1 Inside Council offices

- No files are to leave the Registry. The office assistant/messenger will collect/deliver mail at least four times per day.
- All correspondence must be attended to through the electronic document system.

14.2 Outside Council offices

- The office assistant/courier must frank outgoing mail on a daily basis and the courier must take the items in a locked postbag (excluding registered post) to the Post Office. For franking of mail, see **Paragraph 15**.
- Mail is hand delivered/collected from private companies such as banks or Government Offices as and when required.
- Agendas and minutes are hand delivered to councillors, officials and the media.
- All agendas, minutes and documents for councillors, which are accompanied by a distribution list, must be signed for by the recipient. These distribution lists must be forwarded to the Registry for reference purposes before 09:00 the following day, after they have been checked by the courier's supervisor for completeness. Distribution lists in respect of committee deliveries must be forwarded to the Committee Officer responsible for the relevant committee.

15. FRANKING OF POST

- The franking of post is a Registry function.

- The person responsible for the franking function must have knowledge of all kinds of post as well as the postal rates. When rates are increased the franking machine must be changed accordingly.
- Official envelopes may not be used for private purposes and no private post is allowed to be sent through for franking.
- Franking machines must be locked when not in use and keys must be kept in a safe place. The Registry Head is responsible for the key.
- Franking machines must be serviced regularly and kept clean.
- The responsible person must keep sufficient stationery to perform the task, for example labels for registered mail, ink, brown paper for packages, etc.
- A book must be kept of all readings of the machine. The start and end readings of the franking machine must be recorded daily. If any discrepancies occur, it must be reported to the Registry Head.
- The franking machine must always have sufficient postage money and be filled timeously. The amount of money required to fill the machine and at what stage the cheque must be applied for, must be determined by the Registry Head.
- The money required to fill the machine must be applied for from Finance by completing a requisition, requesting a cheque. The cheque must be made out to the "account holder" or paid over by ACB.
- The cheque must be deposited into the account holder's bank account. The TMS number must be reflected on the deposit slip.
- The deposit slip must then be faxed to the account holder. Alternatively the account holder can be informed telephonically of the deposit. The deposit slip must be kept on a file for reference purposes.
- In order to load the money in the machine the modem must be connected to the franking machine. The telephone line must then be opened for the automatic filling of the machine by punching in a certain code.

16. TERMINATION OF FILES DURING TRANSFER FROM ONE OFFICE TO ANOTHER

- 16.1 Policy and subject files received from another institution when functions have been transferred, should be terminated immediately. No further correspondence may be added to these transferred files. They may not be incorporated into the filing system and must be preserved as a separate entity.
- 16.2 When case files are received due to the transfer of functions, they may, with the written consent of the **Western Cape Archives and Records Services**, be incorporated in the filing system of the receiving office. The relevant case files may be renumbered and further correspondence filed on them, provided that the file is still required for existing correspondence. In cases where the file is no longer needed, it should be terminated and preserved as a separate entity.
- 16.3 All other items of records other than correspondence files, except for example map collections, which by their nature cannot be terminated, must be terminated as soon as possible after receipt and be preserved as a separate entity.
- 16.4 For procedures regarding the transfer of records from one office to another, see paragraph 19.3 of this Procedure Manual.

17. KEEPING OF ESSENTIAL REGISTERS / SCHEDULES / MANUALS AND FILING INDEXES

The following registers which have been prescribed by the National Archives of South Africa are to be kept by the Records Administrators and Registry Head respectively:

17.1 Records Administrators

- Master Copy(ies) of approved Filing System(s). These are the copies of the different system(s) in which all approved subjects are correctly reflected.
- Approved Records Control Schedule(s): Every type of item which is not part of the filing system (called "Other Records") is reflected on this schedule(s).
- Approved Registry Procedure Manual.

17.2 Registry Head

- Register of Files Opened: A register which accurately reflects files which have already been opened according to the Master Copy of the filing system. See also paragraph 9 of the General Instructions to the approved filing system.
- Destruction Register: A register which records details of all records which must be destroyed in the relevant Registry. See also paragraph 10 of the General Instructions to the approved filing system.
- Disposal Authorities Register: A register in which details of all disposal authorities pertaining to a specific Registry are recorded. See also paragraph 11 of the General Instructions to the approved filing system.
- Approved Registry Procedure Manual.

18. COMPILATION AND MAINTENANCE OF THE FILING SYSTEM(S) AND RECORDS CONTROL SCHEDULE(S)

18.1 Filing System(s)

18.1.1 Only a **Witzenberg Municipality** approved filing system may be used for file reference allocation purposes.

18.1.2 The Records Administrators at Records Management are responsible for the compilation and maintenance of the various filing system(s). Registry Heads must channel all requests for amendments to these officials. Maintenance includes:

- Careful control over amendments and additions to the system(s) to prevent them from degenerating.
- Ensuring that correspondence is placed on the correct files in order to prevent the deterioration of these systems. This control is exercised by means of regular audits and spot checks on the files in the various Registries.

18.1.3 With regard to amendments and additions, special attention must be paid to the following aspects:

- Documents originating from new activities must not be forced into inappropriate files in the existing system. In such cases, new files, subjects or even main series must be created.
- Additions must be made in such a way that existing files are not duplicated, overlap with existing subjects or are incorrectly placed.

18.1.4 In the event of complicated/major amendments to the system, it is essential that the prior approval of the **Western Cape Archives and Records Services** be obtained before amending the Master Copy.

18.1.5 With regard to the correct placing of correspondence, special attention must be paid to the following:

- Overloading of files not sufficiently subdivided and a too fine subdivision of files which should rather have been combined. These matters must be brought to the attention of the Records Administrators so that the filing system(s) can be adjusted.
- The tendency to continue filing correspondence on one subject file long after the nature of the correspondence justifies the use of another file.
- The correct use of policy files to prevent non-policy items from accumulating in them, yet simultaneously ensuring that copies of items containing policy decisions are actually placed on the relevant policy file (see also paragraph 5 of the General Instructions to the filing system about the use of policy files).
- The placing of ephemeral items on A20 files and valuable items on D files.

Records Administrators must direct all correspondence regarding the filing system to:

The Head
Western Cape Provincial Archives
 Private Bag X9025
 CAPE TOWN
 8000

18.2 Records Control Schedule(s)

The Records Administrators are responsible for the compilation of the Records Control Schedule(s) and should also ensure that after the Records Control Schedule(s) has been compiled, all new types of records other than correspondence files used in the relevant offices, are immediately added to these list(s) and reported to the **Western Cape Archives and Records Services** together with the proposed disposal instructions.

18.3 Separate Case Files

The Registry personnel are responsible for full control and care of these files. Their existence must be reflected in the List of Series of Separate Case Files of the applicable filing system and the Records Administrators are responsible to ensure that these lists are updated when new series of separate case files are being used. All procedures and instructions which apply to the files which form part of the filing system, also apply to the separate case files. (See also paragraph 21 of the General Instructions to the approved filing system).

19. DISPOSAL OF RECORDS

19.1 Disposal Programme and Destruction

- No records may be disposed of (i.e. destroyed or transferred) without prior liaison with the Records Manager.
- Applications for disposal authority are submitted to the Western Cape Provincial Archives by the Records Administrators by forwarding an applicable schedule in duplicate. The following requirements apply regarding the completion of the schedule:
 - In the case of an approved filing system, a complete copy thereof should be submitted in duplicate.
 - If there is no filing system, a list of the records should be drawn up in duplicate in alphabetical or numerical sequence. Case files should not be individually listed, but per category. Categories may relate for example to personnel files or land use management

erf files. The combined period covered by each category must be reflected. The linear meter the filing system consists of must be indicated.

- Where a filing system exists in respect of terminated files for which disposal authority is being applied for, a copy thereof reflecting all relevant files and the linear meters should be submitted in duplicate.
 - In respect of records other than correspondence files a Records Control Schedule must be submitted in duplicate.
- Once the **Western Cape Archives and Records Services** has issued disposal authority in respect of the correspondence files, retention periods of individual files are determined by the Records Administrators together with the client offices. These retention periods are then submitted to the **Western Cape Archives and Records Services** who will scrutinize them to ensure that no A20 files have been earmarked for disposal.
 - Standing disposal authority is issued in respect of current records and limited disposal authority in respect of terminated records. The following disposal symbols may be used in the issuing of disposal authority:

AP	Records which may be preserved permanently by the body which created them, but which should be transferred to the appropriate archives repository when no longer required functionally.
A20	Valuable records which should be transferred to an appropriate archives repository for permanent preservation twenty years after the end of the year in which the record/last item on the file were created.
D	Records with little archival value which may be destroyed after the expiry of the number of years indicated after the D, e.g. D7 would mean that the file may be destroyed seven years after the last date on the file.
DP	Records which may be preserved by the Body that created them for an indefinite period and be destroyed once they have no further functional value.
DAU	Records other than correspondence files which may be disposed of after auditing is complete.

- In order to facilitate the destruction of files, the Registry Head keeps a Destruction Register. As soon as an ephemeral file or a part of a file is closed, the number of the file and the relevant volume number is written under the year in which it must be destroyed. Destructions should be done once a year and the Destruction Register will indicate clearly which files and relevant volumes are to be disposed of in a specific year. The Registry Head must also ensure that records other than correspondence files are disposed of regularly and in accordance with issued disposal instructions.
- The Other Records must be listed or written in a register when received for storage from the various offices.
- All Disposal Authorities received, as well as the details of the records to which they refer, must be recorded in the Disposal Authority Register by the Records Administrators as well as separate ones for individual Registries.
- Before any records are destroyed, a **Destruction Certificate** as reflected in **Annexure H** must be submitted to the Western Cape Provincial Archives. Only after this certificate has been approved, the records may be destroyed.
- In order to keep the Standing Disposal Authorities which are issued on current records up to date, the Records Administrators should approach the **Western Cape Archives and Records Services** regularly (once a year) to approve disposal instructions regarding new additions to the filing system(s) and Records Control Schedule(s).
- All Disposal Authorities which have been issued must be examined periodically by the Records Administrators and must be revised as requirements and circumstances change. Proposals for the amendment of instructions must be submitted to the **Western Cape Archives and Records Services**.
- The Records Administrators must direct all correspondence concerning the disposal and destruction of records to:

The Head
Western Cape Provincial Archives
 Private Bag X9025
 CAPE TOWN
 8000

19.2 Transfer of records to the **Western Cape Archives and Records Services**

- Records which are marked for permanent preservation (A20) must, in accordance with the **Provincial Archives and Records Services of the Western Cape Act, 2005 (Act 3 of 2005)** be transferred to the Cape Town Archives Repository if a period of twenty years has elapsed since the year in which the record/last item on the file came into existence.
- A20 records which have not yet reached the age of 20 years may be transferred to the Cape Town Records Centre if the **Western Cape Archives and Records Services** has space available.
- The Records Administrators must personally liaise with the Head of the Repository / Records Centre to make transfer arrangements. The address and telephone number are as follows:

Telephone:	(021) 4830401 / 0462
Repository street address:	72 Roeland Street, Cape Town
Records Centre street address:	Corner of Caledon and Primrose Street, Cape Town
Postal address:	Private Bag X9025, Cape Town 8000

- When transferring records to a Repository / Records Centre, the following procedures are to be followed:
 - The Records Administrator informs the Head of the Repository/Records Centre beforehand of the nature of the records he/she intends to transfer by submitting a list of the records. For an example of a transfer list, see **Annexure I**. The Head of the Repository/Records Centre will then indicate if he/she can receive them.
 - When the records are transferred they are accompanied by a transfer list in duplicate (see **Annexure I** for an example of a transfer list).
 - The records should be packed neatly and clearly marked, numbered and boxed.
- Records transferred to the Records Centre can be borrowed back when required. The procedure is as follows:
 - Only the Registry Head is authorised to request files on loan and only his/her signature will be accepted by the **Western Cape Archives and Records Services** for loan requests. Correspondence officials who require files on loan must liaise with the Registry Head in this regard. The Registry Head will fill out the request form and indicate all relevant particulars, e.g. file number, volume number, box number and when the records were transferred. For an example of a request, see **Annexure J**.
 - The messenger then takes the request to the Archives Repository / Records Centre and will be informed when they can be collected. In cases of emergency, files may be requested telephonically and the written request will then be handed over when the files are collected.
 - Borrowed files/items must be returned to the **Western Cape Archives and Records Services** within 60 days. The files which are returned, are accompanied by a book in which they have been recorded. The **Western Cape Archives and Records Services** will acknowledge receipt of these files/items in the book and this will serve as proof that the borrowed files have been returned.
- Records used regularly for administrative research and reference purposes, should not be transferred to the **Western Cape Archives and Records Services**.

19.3 Transfer from one office to another

- If records are transferred permanently to another Body/Office, the Records Administrators must inform the **Western Cape Archives and Records Services** of such transfer and a complete alphabetical or numerical list of the relevant records must be submitted.
- No records may be given, donated or transferred to a person, library, museum or any other institution other than a governmental body without the approval of the **Western Cape Archives and Records Services**.
- For termination of files during transfer from one office to another, see paragraph 16 of this Procedure Manual.

20. DAMAGED / LOST RECORDS

When records have been damaged or lost, the Registry Heads must inform the Records Administrators immediately thereof. The latter are responsible for reporting it to the Head of the **Western Cape Archives and Records Services**. For an example of a declaration regarding the loss of the records, see **Annexure K**.

21. CONTROL AND PROTECTION OF RECORDS

[NB: This must be read in conjunction with the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000)]

21.1 Access

21.1.1 Access to records in an office not normally open to members of the public is controlled by the Records Manager in agreement with **Section 8 of the Provincial Archives and Records Services of the Western Cape Act, 2005 (Act 3 of 2005)** and the **Regulations P.N 122/2006**.

21.1.2 All requests from researchers and persons who wish to consult records, must be submitted in writing in terms of the provisions of the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000).

21.1.3 Persons consulting records must do it in consultation with the Deputy Information Officer appointed in terms of the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000) under the supervision of the Registry Head. In this manner the supervisor must note that:

- The greatest care must be exercised in the handling of the records, especially when turning pages.
- Pages are not folded.
- The researcher must place a piece of paper under his/her hand if he/she wishes to follow the section he/she is copying with his/her finger so that his/her bare hand does not rest on the page.
- The researcher must only use a pencil or ballpoint pen to copy items.
- The researcher must not disturb the order of the papers.
- The researcher must not make any mark on the item or remove it.
- If the researcher wishes to copy, photograph or microfilm the items, he/she must first obtain the permission of Registry, who must also ensure that the relevant items are not damaged in the process; and
- No researcher may remove items from the office for any reason at all.

21.1.4 A researcher must also be requested beforehand to donate two annotated copies to the Head of the Office. One copy of this must be sent to the **Western Cape Archives and Records Services**.

21.1.5 Officials must note that they have access to the records of the office only as far as is necessary for the carrying out of their duties. Confidential records will only be made available with the permission of the Registry Head of that specific office.

21.1.6 The Records Manager must ensure that no unauthorised person may, or is able to gain access to the Registry/Records Store Rooms during or after office hours. The following rules apply:

- The Registry and Records Store Rooms are closed during lunch and after office hours.
- During office hours the Registry should not be left unattended.
- The Registry Head exercises control over all the keys.

21.2 Fire and Fire Prevention Measures

21.2.1 The lighting of matches, smoking and the storage of inflammable material or cleaning solutions in Registry is strictly forbidden.

21.2.2 Only CO² fire extinguishers may be used to extinguish a fire in a location where records are stored. Water, in all instances, must only be considered as a last resort.

- 21.2.3 Fire extinguishers must be inspected every twelve months and the Registry Head must ensure that it is actually done. On their appointment, all Registry Personnel must learn to handle fire extinguishers.

21.3 Water

- 21.3.1 Registry, and other areas where records are held, must be regularly inspected by the Registry Head and the Records Administrators to ensure that roof leaks, leaks in water pipes, etc. are traced in time and repaired before damage can be done to the records.
- 21.3.2 When records become wet for whatever reason, efforts to dry them must be made as soon as possible. The documents should be separated carefully and dried between sheets of blotting paper. Warm air is then blown over them with a fan or hair drier. Under no circumstances should wet documents be spread out to dry in direct sunlight.

21.4 Pests and Plagues

- 21.4.1 The Registry, and other areas where records are stored, must be regularly examined by the Registry Head and Records Manager to avoid the occurrence of pests and plagues. Officials who notice fish moths, cockroaches, etc. in any of these areas must immediately report it to the Registry Head.
- 21.4.2 Areas where records are stored, must be fumigated regularly against fish moths and other pests. It must be noted at all times that no lethal sprays may be used which could have damaging consequences for the records. Spray with a high acid content or which release acid, should be avoided. The safety of the personnel must also be taken into account.

21.5 Light

- 21.5.1 The lights in the Registry/Records Store Room must be switched off when nobody is present in the area. The lights between the shelves in Registry must similarly be switched off when files are not being filed or withdrawn.
- 21.5.2 No direct sunlight must be allowed to shine on any records and for this reason the blinds in the Registry / Records Store room must be kept rolled down when the sun shines in.

21.6 Damage through handling

- 21.6.1 All officials must be aware that it is considered to be a violation of the **Provincial Archives and Records Services of the Western Cape Act, 2005 (Act 3 of 2005)** to deliberately damage records. This includes deliberate damage by careless and indifferent handling. Records must therefore be handled as carefully as possible. Careful handling also saves time and money, because damaged file covers do not have to be changed as regularly.
- 21.6.2 No food or drink may be consumed at a table or desk where records are placed. Glasses of water, bottles of cool drink, etc. must not be placed on cabinets or on shelves where files and records are stored.

REMITTANCE REGISTER

Date received	Author of mail	Contents Amount	/	Recipient	Signature	Signature checked	after	Received Finance	by	Receipt number

ANNEXURE A

WITZENBERG

MUNISIPALITEIT**UMASIPALA****MUNICIPALITY****- MEMORANDUM**

AAN / TO: All Staff

VAN / FROM: Director: Corporate Services

DATUM / DATE:

VERW. / REF.:

USE OF COUNCIL'S POSTAL ADDRESSES FOR PRIVATE MAIL

The processing of incoming mail is a time-consuming exercise and more so when private mail has to be dealt with on behalf of officials. Council can also not take responsibility for ensuring that such mail reaches the relevant official, as it is not part of its core business.

It has accordingly been decided, after consultation with the Municipal Manager, that as from _____ Council's official addresses may no longer be used for the delivery of mail addressed to officials in their private capacity.

All officials who previously made use of Council's postal address, are requested to make the necessary alternative arrangements.

Thank you for your co-operation.

M MPELUZA
DIRECTOR: CORPORATE SERVICES

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM

AAN / TO:

VAN / FROM: Director: Corporate Services

DATUM / DATE:

VERW. / REF.:

RECEIPT OF PRIVATE POST AT COUNCIL'S ADDRESS

The attached item of post, addressed to you personally, has been received by Council, necessitating extra work on your behalf by Registry Staff.

You are reminded of the standing office instruction, dated _____, that no personal post is to be directed to any employee at Council's address and you are requested to make immediate arrangements for the sender of this post to record your change of address in order that all further post be directed to you at your personal address.

M MPELUZA
DIRECTOR: CORPORATE SERVICES

REGISTERED POST BOOK

Date received	Registered letter number	Author of mail	Date of letter	Subject / Contents	Referred to	Signature of recipient

ANNEXURE D

MAIL REGISTER

Date received	Author of mail	Date of letter	Subject	Tracking number	Allocation (Officer to deal)	File reference number

ANNEXURE E

WITZENBERG MUNICIPALITY

File number	
HO	
Volume	

Subject

Subject		
Volume	Period	Disposal

For previous correspondence, see file no	File number	HO

REGISTRY: CONTROL SHEET

Reference number: _____

[illegible]

CERTIFICATE OF DESTRUCTION

I hereby certify that the records listed below, which occupied _____ linear metres of shelving/storage space, were destroyed today in terms of disposal authority/authorities number(s)

_____.

SIGNATURE: _____

OFFICE: _____

DATE: _____

Number	Description	Period

1. In the following case the listing of items individually is not required, unless the body wishes to compile such a list for its own purposes:
 - Where a series of case files is destroyed, e.g. Personnel Files or files for institutions.
2. In such a case only the first and last file numbers and the periods are indicated in the first and third columns and an encompassing description of the whole group is recorded in the second column.

TRANSFER LIST

1. Name of body / office _____
2. Street address _____
3. Extent of records in linear metres _____
4. Disposal authority number _____
5. Official dealing with transfer _____
6. Telephone number _____
7. Fax number _____

Item, Box or Package number	File, Register or Form number	Description	Period in years

When a file consists of more than one volume, each individual volume must be listed.



44, Ceres, 6835
 50 Voortrekker St/ Str, Ceres, 6835
 Suid Afrika/ South Africa
 ☎ +27 23 316 1854
 ☎ +27 23 316 1877
 ✉ admin@witzenberg.gov.za
 www.witzenberg.gov.za

Reference:

Enquiries:

_____ (Date)

Attention:

The Head
 Western Cape Provincial Archives
 Private Bag X9025
 CAPE TOWN
 8000

Dear Sir / Madam

REQUEST FOR ARCHIVES TRANSFERRED TO THE CAPE ARCHIVES REPOSITORY / RECORDS CENTRE

The following files/other records are required and must please be provided:

File number	Volume number	Description	Date of record	Box / Batch no.

The relevant archives were transferred to your office on _____ and receipt was acknowledged thereof on _____.

Thank you for your cooperation.

Yours faithfully

M MPELUZA
DIRECTOR: CORPORATE SERVICES

**DECLARATION: LOSS OF/DAMAGE TO RECORDS FOR SUBMISSION TO
REPOSITORY/RECORDS CENTRE**

1. I confirm that all rooms and repositories of this Body have been thoroughly searched, but that the records mentioned below could not be found.
2. I confirm that enquiries/investigations indicate that the records mentioned below are not in the custody of any local library, museum or any other institution or person.
3. As far as this Body is able to establish from current or previous officials, the following events were actually or allegedly responsible for the loss/damage:

4. The lost/damaged records comprise of the following:

RECORDS MANAGER

**OFFICE STAMP OF LOCAL AUTHORITY AND
DATE**

In the case of damage delete paragraph 1 and 2 and complete only paragraphs 3 and 4.

Indigent registration Campaign		
Person/section	Activity	Dedicated person(s)
Traffic (Law enforcement)	Arrange Police commissioner at each venue; Drop off of letters at areas; with screening and law and order at indigent venues Assist with home evaluation visits on Fridays	Assist Mr Green/ Aaron
	Assist with letters folding; of halls Screening and registers at entry points of indigent venues Assist with home evaluation visits on Fridays	Booking Adrian/Maina/ Victoria
IDP	Coordinate letters printing, folding & distribution; officers & IDP for evaluation visits; Arrange water; Arrange logistics at venues (arrange lay-out, tablecloths); Arrange for enough indigent forms/IPO2&IPO6& paper; Arrange sanitiser for public; Printing of screening forms and register Printing of COVID protocol posters to be placed at venue Filling in of indigent forms, compiling docs, Assisting with invitation letters compilation Home evaluation visits on Fridays	Training of 2 Litha/Marinda/Riaan Amelia, Ashwil, Faith Reginald Rhode Carmen & Nelia TBA
SED		
IT	Setup of printer and wi-fi	
Finance	Account queries, printing of accounts etc	
SAPD	Commissioner of Oath at venues	

Notes:

Can all officials be at each venue at 8h30 on the specific day
Bring own sanitiser (available at HR)
Can each section who is to have a table make a poster with the sections name on it to put on the table or wall at the back (remember "wonder-gom")
Bring your own perspex desk with (SED is busy with quotation process for additional perspex shields)
Bring own lunch; SED are busy with water bottle quotations
Bring with your laptops if relevant, as well as your own power leads & a multiplug or 2