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<p>Kennis word hiermee gegee ingevolge Artikel 29(2) van die Plaaslike Regering: Munisipale Strukture Wet, 1998 (Wet 117 van 1998), soos gewysig, dat 'n <b>Spesiale Raadsvergadering</b> van die Munisipaliteit Witzenberg gehou sal word op <b>Woensdag, 22 Junie 2022</b> om <b>10:00</b> in die <b>Stadsaal, Voortrekkerstraat, Ceres.</b></p>	<p>Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), as amended, that a <b>Special Council meeting</b> of the Witzenberg Municipality will be held on <b>Wednesday, 22 June 2022</b> at <b>10:00</b> in the <b>Town Hall, Voortrekker Street, Ceres.</b></p>
--	--

Raadslede en Amptenare / Councillors and officials		
Alderman K Adams	Councillor JJ Cloete	Councillor P Daniels
Councillor S de Bruin	Councillor GJ Franse	Councillor JP Fredericks
Councillor AL Gili	Councillor LA Hardnek	Councillor P Heradien
Alderman BC Klaasen	Councillor FE Klazen (Deputy Executive Mayor)	Councillor GG Laban
Councillor JS Mouton	Councillor MJ Ndaba	Councillor N Nogcinisa
Councillor N Phatsoane	Alderman HJ Smit (Executive Mayor)	Councillor D Swart
Councillor IL Swartz	Alderman JJ Visagie	Councillor K Yisa
Councillor J Zalie		
Acting Municipal Manager	Director: Finance	Director: Technical Services
Director: Corporate Services	Manager: Projects and Performance	IDP Manager
Manager: Legal Services	Manager: Administration	Chief Administrative Officer
Committee Clerk		



**COUNCILLOR EM SIDEGO  
SPEAKER**

14 June 2022

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

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

*Umasipala olukhathaleleyo uluntu lwakhe, odala ukukhula namathuba!*

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## **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)**

*An Application for leave of absence form is attached as **annexure 2.1**.*

**NOTED**

Verwysing / Reference: 3/1/2/1/

## MUNISIPALITEIT WITZENBERG MUNICIPALITY

**AANSOEK OM VERLOF TOT AFWESIGHEID / APPLICATION FOR LEAVE OF ABSENCE**  
(Moet by kantoor van Munisipale Bestuurder ingedien word voor aanvang van vergadering / Must be handed in at office of Municipal Manager before commencement of meeting)

Naam van raadslid / Name of councillor: \_\_\_\_\_

Ek doen hiermee aansoek om verlof tot afwesigheid van / I hereby apply for leave of absence from:

VERGADERING / WERKSWINKEL / FORUM MEETING / WORKSHOP / FORUM	DATUM / DATE
Rede vir afwesigheid / Reason for absence:	

\_\_\_\_\_  
DATUM / DATE

\_\_\_\_\_  
HANDTEKENING / SIGNATURE

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

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



## CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

Special Council meeting, held in the Town Hall, Voortrekker Street, Ceres on  
Wednesday, 22 June 2022

I, the undersigned, hereby declare:

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

### COUNCILLORS

Surname	Initials	Signature
Adams	K	
Cloete	JJ	
Daniels	P	
De Bruin	S	
Franse	GJ	
Fredericks	JP	
Gili	AL	
Hardnek	LA	
Heradien	P	

Surname	Initials	Signature
Klaasen	BC	
Klazen	FE	
Laban	GG	
Mouton	JS	
Ndaba	MJ	
Nogcinisa	N	
Phatsoane	N	
Sidego	EM	
Smit	HJ	
Swart	D	
Swartz	IL	
Visagie	JJ	
Yisa	K	
Zalie	J	

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

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

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

**3.3 Matters raised by the Municipal Manager**

#### **4. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS**

##### **4.1 Direktooraat Finansies / Directorate Finance**

##### **4.1.1 Determination of upper limits of salaries, allowance and benefits of Councillors according to Government Gazette no. 46470 (5/11/1)**

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 8 June 2022: **Annexure 4.1.1(a).**
- (b) Councillors' details: **Annexure 4.1.1(b).**
- (c) Government Gazette no. 46470 of 2 June 2022: **Annexure 4.1.1(c).**

The Acting Municipal Manager explained that the benefit is only for active serving Councillors from 1 July 2021 and not for those not elected at the local government elections held in November 2021.

The Executive Mayoral Committee resolved on 20 June 2022 to recommend to Council:

That in respect of the determination of upper limits of salaries, allowances and benefits of different members of municipal councils:

- (a) notice be taken of the content of Government Gazette no. 46470.
- (b) that sufficient funds are available to set the upward salary adjustment of councillors with effect from 1 July 2021.
- (c) that Council approves the upward salary adjustment for councillors as determined in Government Gazette no. 46470.
- (d) that Council approves the cell phone allowances for councillors as determined in Government Gazette no. 46470.
- (e) that the increase of total remuneration be approved retrospectively from 1 July 2021 subject to the concurrence of the Provincial Minister for Local Government.
- (f) that the Provincial Minister for Local Government notes that Council have not implemented the latest upward salary and allowances adjustment as yet.
- (g) that councillors submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

*That in respect of the determination of upper limits of salaries, allowances and benefits of different members of municipal councils:*

- (a) Notice be taken of the content of Government Gazette no. 46470.*
- (b) that sufficient funds are available to set the upward salary adjustment of councillors with effect from 1 July 2021.*
- (c) that Council approves the upward salary adjustment for councillors as determined in Government Gazette no. 46470.*
- (d) that Council approves the cell phone allowances for councillors as determined in Government Gazette no. 46470.*
- (e) that the increase of total remuneration be approved retrospectively from 1 July 2021 subject to the concurrence of the Provincial Minister for Local Government.*
- (f) that the Provincial Minister for Local Government notes that Council have not implemented the latest upward salary and allowances adjustment as yet.*
- (g) that councillors submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance.*

**MUNISIPALITEIT****UMASIPALA****MUNICIPALITY**

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**- MEMORANDUM -****AAN / TO:** Municipal Manager**VAN / FROM:** Director: Finance**DATUM / DATE:** 8 Junie 2022**VERW. / REF.:** 5/11/1

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**REPORT: DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCE AND BENEFITS OF COUNCILLORS ACCORDING TO GOVERNMENT GAZETTE NO 46470****1. PURPOSE**

The purpose of this report is to submit Government Gazette No 46470 dated 2 June 2022 "Remuneration of Public Office Bearers Act, 1998 (Act no 20 of 1998): Remuneration of upper limits of salaries, allowances and benefits of different members of municipal councils" for council's consideration and resolution on the levels of remuneration that will apply in the Witzenberg Municipality.

**2. DISCUSSION**

The Government Gazette is attached to this report.

**2.1. Grading of the municipality**

The grading of the municipality is determined by two components namely the total population and total income of its jurisdiction.

According to the latest available information as published in the Community Survey 2016: Statistical Release Number P0301, in terms of the Statistics Act, 1999 (Act No.6 of 1999), the total population in the municipal area is estimated at 130 548. The total qualifying municipal income as stated in the audited financial statements for the 2020/2021 financial year was R 488 264 359. Given the above information, Witzenberg earns 25.00 and 33.33 points respectively which adds up to 58.33 points and determines that it is graded as a grade 4 municipal council.

The total qualifying municipal income excludes income from grants and VAT refunds.

## 2.2. Upper limits of remuneration

According to the above grading the following upper limits are determined which excludes cell phone allowances:

Title of Public Office Bearer	Current Package	New upper limits
Full time Executive Mayor	893 850	920 656
Full time Speaker/ Deputy Mayor	715 078	736 530
Full time Councillors/ Executive Mayoral Committee Members	670 387	690 808
Part time Chairpersons of section 79 Committee	363 017	373 908
Part time Councillors	282 870	291 356

## 2.3. Upper limits of cell phone allowances

A councillor may, in addition to the annual total remuneration packages be paid a cell phone allowance not exceeding R3 400.00 per month in accordance with the applicable municipal council policy.

The mobile data allowance is incorporated in the cell phone allowance, but the cell phone allowance is not increased.(a R300.00 per month reduction in benefits)

## 2.4. Special risk cover

2.4.1. A municipality must, in addition to the annual total remuneration packages take out risk insurance cover, to provide for an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder. The special risk insurance on residential property will be limited to R1,5 million while on vehicles it is limited to R750 000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.

2.4.2. In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, subject to affordability, provide alternative accommodation to the affected councillor, for a period of 30 days from the date of such an incident.

2.4.3. Notwithstanding sub -item (2), the municipal council may, on good cause shown, provide alternative accommodation for a further period not exceeding 30 days.

2.4.4. A councillor is obliged to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor who fails to submit the required details referred to herein will forfeit the benefits associated with the special risk insurance cover.

2.4.5. If a councillor already belongs to another special risk cover, such councillor must declare to the municipality the details of property, assets and beneficiaries to be covered by the special risk insurance.

## 2.5. Date of implementation

According to the Government Gazette No 46470 the effective date is 1 July 2021.

## 2.6. Affordability

Provision was made for an increase in councillor allowances in the 2021/2022 operating budget with the result that the provision in the original budget for the increase is sufficient.

Annexure A sets out the increase as well as the affordability of the increases.

## 2.7. Concurrence of the Provincial Minister for Local Government

The councillor allowances may only be implemented once the concurrence of the Provincial Minister for Local Government has been obtained.

## 3. RECOMMENDATION

That in respect of the determination of upper limits of salaries, allowances and benefits of different members of municipal councils:

- (a) That Council notes the content of Government Gazette no. 46470.
- (b) That sufficient funds are available to set the upward salary adjustment of councillors with effect from 1 July 2021.
- (c) That Council approves the upward salary adjustment for councillors as determined in Government Gazette no. 46470.
- (d) That Council approves the cell phone allowances for councillors as determined in Government Gazette no. 46470.
- (e) That the increase of total remuneration be approved retrospectively from 1 July 2021 subject to the concurrence of the Provincial Minister for Local Government.
- (f) That the Provincial Minister for Local Government notes that Council have not implemented the latest upward salary and allowances adjustment as yet.
- (g) That councillors submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance.

Yours faithfully

HJ KRITZINGER  
DIRECTOR: FINANCE

## Annexure A

<b>WITZENBERG MUNICIPALITY</b>					
<b>COUNCILLORS' DETAILS</b>					
<b>Positions</b>	<b>Number of positions</b>	<b>Current allowance</b>	<b>Recommended scale</b>	<b>Increase in package value</b>	<b>Increased cost for 2018/2019</b>
<b>Full time Executive Mayor</b>	<b>1</b>				
Maximum package value		R 893 850,00	R 920 656,00	3,00%	
Cell phone allowance		R 40 800,00	R 40 800,00	0,00%	
Mobile data allowance		R 3 600,00	R 0,00		
<b>Total package value</b>		<b>R 938 250,00</b>	<b>R 961 456,00</b>		
<b>Subtotal per post</b>		<b>R 938 250,00</b>	<b>R 961 456,00</b>	<b>2,47%</b>	<b>R 23 206,00</b>
<b>Full time Speaker and Deputy Mayor</b>	<b>2</b>				
Maximum package value		R 715 078,00	R 736 530,00	3,00%	
Cell phone allowance		R 40 800,00	R 40 800,00	0,00%	
Mobile data allowance		R 3 600,00	R 0,00		
<b>Total package value</b>		<b>R 759 478,00</b>	<b>R 777 330,00</b>		
<b>Subtotal per posts</b>		<b>R 1 518 956,00</b>	<b>R 1 554 660,00</b>	<b>2,35%</b>	<b>R 35 704,00</b>
<b>Full time Executive Mayoral Committee members</b>	<b>4</b>				
Maximum package value		R 670 387,00	R 690 808,00	3,05%	
Cell phone allowance		R 40 800,00	R 40 800,00	0,00%	
Mobile data allowance		R 3 600,00	R 0,00		
<b>Total package value</b>		<b>R 714 787,00</b>	<b>R 731 608,00</b>		
<b>Subtotal per post</b>		<b>R 2 859 148,00</b>	<b>R 2 926 432,00</b>	<b>2,35%</b>	<b>R 67 284,00</b>
<b>Chairpersons of section 79 Committees</b>	<b>1</b>				
Maximum package value		R 363 017,00	R 373 908,00	3,00%	
Cell phone allowance		R 40 800,00	R 40 800,00	0,00%	
Mobile data allowance		R 3 600,00	R 0,00		
<b>Total package value</b>		<b>R 407 417,00</b>	<b>R 414 708,00</b>		
<b>Subtotal per post</b>		<b>R 407 417,00</b>	<b>R 414 708,00</b>	<b>1,79%</b>	<b>R 7 291,00</b>
<b>Part time Councillors</b>	<b>15</b>				
Maximum package value		R 282 870,00	R 291 356,00	3,00%	
Cell phone allowance		R 40 800,00	R 40 800,00	0,00%	
Mobile data allowance		R 3 600,00	R 0,00		
<b>Total package value</b>		<b>R 327 270,00</b>	<b>R 332 156,00</b>		
<b>Subtotal per post</b>		<b>R 4 909 050,00</b>	<b>R 4 982 340,00</b>	<b>1,49%</b>	<b>R 73 290,00</b>
<b>Total cost</b>	<b>23</b>	<b>R 10 632 821,00</b>	<b>R 10 839 596,00</b>	<b>1,94%</b>	<b>R 206 775,00</b>
<b>Affordability</b>					
<b>Budget 2021/2022</b>			<b>R 11 123 438,00</b>		



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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**


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**DEPARTMENT OF CO-OPERATIVE GOVERNANCE****NO. R. 2126****2 June 2022****REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998  
(ACT NO. 20 OF 1998)****DETERMINATION OF UPPER LIMITS OF THE SALARIES, ALLOWANCES  
AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS**

Under the powers vested in me by sections 7(1), 8(5)(a) and 9(5)(a) of the *Remuneration of Public Office-bearers Act*, 1998 (Act No. 20 of 1998), I, Nkosazana Clarice Dlamini Zuma, Minister for Cooperative Governance and Traditional Affairs, after –

- (a) consultation with the member of the Executive Council responsible for local government in each province; and
- (b) taking into consideration the matters listed in paragraphs (a) to (i) of section 7(1) of the Act,

hereby determine the upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in the Schedule.



**NKOSAZANA CLARICE DLAMINI ZUMA, MP**  
**MINISTER FOR COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**  
**DATE: 01-06-2022**

## SCHEDULE

### PREAMBLE

The salary and allowances of a councillor are determined by that municipal council by resolution of a supporting vote of the majority of its members, in consultation with the member of the Executive Council responsible for local government in each province, having regard to the upper limits as set out hereunder, the financial year of a municipality and affordability of municipality to pay within the different grades of the remuneration of councillors, including the austerity measures as approved by national Cabinet.

For purposes of implementation of this Government Notice, "in consultation with" means that a municipal council must obtain concurrence of the MEC for local government prior to the implementation of the provisions of this Notice.

### 1. Definitions

In this Schedule, unless the context indicates otherwise, a word or phrase to which a meaning has been assigned in the *Remuneration of Public Office-bearers Act*, 1998 (Act No. 20 of 1998) (hereinafter referred to as "the Act") and the *Local Government: Municipal Structures Act*, 1998 (Act No. 117 of 1998) (hereinafter referred to as "the Structures Act"), has that meaning and –

**"basic salary"** means the salary component of a councillor that excludes a travel allowance as provided in item (9)(1), housing allowance as provided in item 9(2), the municipal contribution to a pension fund as provided in item 12(1) and municipal contribution to a medical aid scheme as provided in item 12(2);

**"full-time councillor"** means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of section 18(4) of the Structures Act;

**"grade"** in relation to this Notice means the grade of municipal council as determined in terms of item 4;

**"MEC"** means the member of the Executive Council of a province responsible for local government in the province;

**"oversight committee"** means a committee of the municipal council established in terms of section 79 or 79A of the Structures Act;

**"part-time councillor"** means a councillor other than a full-time councillor;

**"pension fund"** means any pension, provident or retirement annuity fund established and registered in terms of, and subject to, any law governing the registration and control of pension funds in the Republic of South Africa and to which an office bearer contributes or any pension scheme approved by Parliament for such office bearers;

**"SETAs"** means the Sector Education and Training Authorities established in terms of section 9 of the *Skills Development Act*, 1998 (Act No. 97 of 1998);

**“special risk cover”** means an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor’s personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder;

**“tools of trade”** means the resources provided by a municipal council to a councillor to enable such councillor to discharge his or her duties in the most efficient and effective manner, and at all times remain the assets of the municipality concerned;

**“total municipal income”** means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the audited financial statements of that municipality for the 2020/21 financial year. The gross income for the municipality will include the following:

- rates on property;
- fees for services rendered by the municipality, or on its behalf by a municipal entity;
- surcharges;
- other authorised taxes;
- levies and duties;
- income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
- regional services council replacement grant for district municipalities;
- interest earned on invested funds other than national and provincial conditional grants;
- rental for the use of municipal movable or immovable property; and
- amounts received as agent for other spheres of government.

The gross income excludes the following:

- transfers and / or grants from the national fiscus and provincial fiscus, with the exception of regional services council replacement grant for district municipalities; and
- all value added tax (VAT) refunds.

**“total population”** means the official statistics of the population residing in the area of jurisdiction of a metropolitan, local or district municipality, as published in the Community Survey 2016: Statistical Release No. P0301, in terms of the *Statistics Act*, 1999 (Act No. 6 of 1999); and

**“total remuneration package”** means the annual total cost to a municipality of a basic salary component, a motor vehicle allowance as provided in item 9(1), housing allowance as provided in item 9(2), the municipal contribution to a pension, provident or retirement annuity fund as provided in item 12(1) and municipal contribution to a medical aid scheme as provided in item 12(2) to a councillor in a municipal financial year.

## 2. Allocation of number of points for total municipal income

The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME			NUMBER OF POINTS
R 0	-	R 10,000,000	8.33
R 10,000,001	-	R 50,000,000	16.67
R 50,000,001	-	R 200,000,000	25.00
R 200,000,001	-	R 1,500,000,000	33.33
R 1,500,000,001	-	R 2,000,000,000	41.67
More than R2,000,000,000			50.00

## 3. Allocation of number of points for total population

The number of points allocated for the total population within a municipality is as follows:

TOTAL POPULATION			NUMBER OF POINTS
0	-	50,000	8.33
50,001	-	100,000	16.67
100,001	-	250,000	25.00
250,001	-	550,000	33.33
550,001	-	1,800,000	41.67
More than 1,800,000			50.00

## 4. Determination of grade of municipal council

The sum of the number of points allocated to a municipal council in terms of items 2 and 3 of the Notice, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	0 to 16.66
2	16.67 to 33.33
3	33.34 to 50.00
4	50.01 to 66.67
5	66.68 to 83.35
6	83.36 and above

## 5. Upper limits of the annual total remuneration packages of full-time councillors

The upper limits of the annual total remuneration packages of full-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE			
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE, WHIP OR CHAIRPERSON OF A SUBCOUNCIL	CHAIRPERSON OF OVERSIGHT COMMITTEE
6	1,446,388	1,168,131	1,100,361	1,068,083
5	1,078,407	862,723	808,804	785,080
4	920,656	736,530	690,808	670,243
3	886,685	709,349	665,015	651,654
2	830,248	664,199	628,615	610,176
1	806,059	650,986	610,297	615,055

The system of plenary type of municipalities ceased to exist from 1 November 2021 and all mayors must be remunerated according to the total remuneration package column of executive mayor or mayor.

## 6. Upper limit of annual total remuneration package or allowance in respect of appointed councillors

(1) A councillor appointed to a district council in terms of section 23(1)(b) of the Structures Act, may be paid the upper limit of the total remuneration package or allowance as follows:

- (a) If the councillor is appointed as speaker, mayor, executive mayor, member of a mayoral committee, member of an executive committee, chairperson of oversight committee, part-time member of a district council, such councillor is entitled to an amount equal to the difference between the total remuneration package that the councillor receives as a member of the local council and the total remuneration package allocated to that office in the district council in terms of items 5, 6, 7, 8, 9, 10, 11 and 12, as the case may be.
- (b) If the total remuneration package payable to the councillor as a member of the local council is equal to or higher than the total remuneration package that an appointed councillor to the district council receives, such a councillor is, in addition to the total remuneration package received at the local council, entitled to a sitting allowance not exceeding R1,136.32: Provided that this allowance is limited to R1,136.32 per day, regardless of the number of meetings of the district council or committees of that council that are attended by such councillor on a specific day.

(2) A district municipality is responsible for –

- (a) the payment of the remuneration or the allowance referred to in sub-item (1); and
- (b) the reimbursement of travel expenses not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles incurred by a councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy.

**7. Upper limit of allowance in respect of councillors serving in the governance and intergovernmental structures of organised local government**

(1) (a) A councillor designated by organised local government to serve in a governance structure of organised local government must, in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R1,136.32 per sitting and actual attendance of any meeting: Provided that the allowance is limited to R1,136.32 per day, irrespective of the number of meetings attended by such councillor on a specific day.

- (b) A councillor designated by organised local government to represent organised local government at any intergovernmental structure, including national and provincial executive authorities, must in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R1,136.32 per sitting and actual attendance of such structure: Provided that the allowance is limited to R1,136.32 per day, irrespective of the number of attendances by such councillor on a specific day.

(2) Organised local government is responsible for –

- (a) the payment of the allowance referred to in sub-item (1);
- (b) the payment of accommodation expenses incurred for attending a meeting of governance and intergovernmental structures in terms of applicable organised local government policy; and
- (c) reimbursement of travel expenses, not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles, incurred by a councillor for attending a meeting of governance and intergovernmental structures.

## 8. Upper limits of the annual total remuneration packages of part-time councillors

The upper limits of the annual total remuneration packages of part-time councillors are as follows:

GRADE	TOTAL REMUNERATION PACKAGE				
	EXECUTIVE MAYOR OR MAYOR	SPEAKER, DEPUTY EXECUTIVE MAYOR OR DEPUTY MAYOR	MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE OR WHIP	CHAIRPERSON OF OVERSIGHT COMMITTEE	OTHER PART-TIME MEMBERS
6	810,755	685,866	613,857	595,851	541,681
5	601,610	481,289	451,208	437,970	341,275
4	513,611	410,888	385,208	373,908	291,356
3	494,655	395,724	370,999	360,107	280,603
2	463,169	370,535	347,379	337,188	262,744
1	449,672	359,737	337,256	327,361	254,788
The system of plenary type of municipalities ceased to exist from 1 November 2021 and all mayors must be remunerated according to the total remuneration package column of executive mayor or mayor.					

## 9. Upper limits of allowances of full-time and part-time councillors

The upper limits of allowances of full-time and part-time councillors, that constitute part of the annual total remuneration package, are as follows:

### (1) Motor vehicle and travel allowance

- (a) A councillor listed in item 5 and 8 of this Notice may, in line with applicable legislation, structure his or her total remuneration package to provide for motor vehicle allowance.
- (b) If a councillor structures his or her total remuneration package to provide for motor vehicle allowance, the councillor must submit proof of ownership of a private motor vehicle to the municipality and have the vehicle available for official duties.
- (c) A councillor who uses a privately-owned vehicle for execution of official duties on behalf of the municipality, may be reimbursed for official kilometres travelled, in addition to the total remuneration package of a councillor as determined in terms of items 5 and 8 of the Notice, not exceeding the applicable tariffs as prescribed by the national department responsible for transport and in terms of the municipal council's policy.

- (d) A councillor who utilises a privately-owned vehicle for official purposes must, for purpose of claiming kilometres travelled, keep a travel logbook containing the following information relating to actual official and private kilometres travelled per month as may be determined from time to time by the South African Revenue Service:
  - (i) Date of travel;
  - (ii) Kilometres travelled; and
  - (iii) Travel details, where to and reason for the trip.
- (e) A councillor may, in exceptional circumstances and upon good cause shown, and with the approval of the Mayor or Speaker, utilise the municipal-owned vehicle for official purposes: Provided that the municipal council must, in line with applicable legislation and approved municipal council policy, exercise prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain viable municipalities.
- (f) If a councillor uses a municipal-owned motor vehicle for official purposes, such councillor will not be reimbursed for kilometres travelled.

(2) Housing allowance

A councillor may structure his or her salary to provide for housing allowance as part of the total remuneration package.

#### **10. Out of pocket expenses**

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official or ceremonial duties, in accordance with the applicable municipal council policy.

#### **11. Upper limits of cell phone allowance for councillors**

A councillor may, in addition to the annual total remuneration package provided for in terms of items 5 and 8 respectively, be paid a cell phone allowance not exceeding R3,400.00 per month inclusive of mobile data, in accordance with the applicable municipal council policy.

#### **12. Upper limits of pension, provident or retirement annuity fund contributions and medical benefits of councillors**

- (1) Pension, provident or retirement annuity funds contributions
  - (a) A councillor may participate in a pension, provident or retirement annuity fund registered in terms of the *Pension Funds Act*, 1956 (Act No. 24 of 1956).

- (b) If a councillor elects to participate in a pension, provident or retirement annuity fund, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a pension, provident or retirement annuity fund to which the councillor is a member in accordance with the rules of such pension, provident or retirement annuity fund. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

(2) Medical Aid Scheme

- (a) A councillor may participate in a medical aid scheme registered in terms of the *Medical Schemes Act, 1998* (Act No. 131 of 1998).
- (b) If a councillor elects to participate in a medical aid scheme, the municipal council must deduct from that councillor's salary, the monthly contributions and pay the contributions to a medical aid scheme to which the councillor is a member in accordance with the rules of such medical aid scheme. The contributions by the municipal council and the councillor are included in the total remuneration package as a total cost to the municipality.

### 13. Special risk cover

(1) A municipality must, in addition to the annual total remuneration packages as provided in items 5 and 8 respectively, take out risk insurance cover, to provide for an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal immovable or moveable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder. The special risk insurance on residential property is limited to R1,5 million while on vehicles it is limited to R750,000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.

(2) In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, subject to affordability, provide alternative accommodation to the affected councillor, for a period of 30 days from the date of such an incident.

(3) Notwithstanding sub-item (2), the municipal council may, on good cause shown, provide alternative accommodation for a further period not exceeding 30 days.

(4) A councillor is obliged to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor who fails to submit the required details referred to herein forfeits the benefits associated with the special risk insurance cover.

(5) If a councillor already belongs to another special risk cover, such councillor must declare to the municipality the details of property, assets and beneficiaries to be covered by the special risk insurance.

#### 14. Tools of trade

(1) A municipal council may extend the following tools of trade to a councillor:

	TOOLS OF TRADE	APPLICABLE TO:
(a)	Braille reader.	All visually impaired councillors.
(b)	Office space and furniture; Parking bay; Business cards; Calculators; Letter-heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone; and Appropriate mobile technology and multi-digital office (excluding cell phones and as per item 11), including facsimile, printer, photocopier and scanner.	Full-time councillors, part-time executive mayors or mayors, part-time deputy executive mayors or deputy mayors, part-time speakers, part-time members of mayoral committee or members of executive committee, part-time chairpersons of oversight committees and whips.
(c)	Laptop or tablet.	All councillors.
(d)	Official accommodation and furniture where it currently exists.	Full-time Executive Mayors or Mayors.
(e)	Business cards; Calculators; Letter-heads; Stationery; and Diaries.	Part-time councillors and the usage must comply with policy directives of the municipality.
(f)	Postage costs; Office telephone; and Multi-digital office, facsimile, printer, photocopier and scanner.	Part-time councillors to have access to these tools of trade at the municipal offices.
(g)	Personal security.	Executives Mayors, Mayors and Speakers are entitled to two bodyguards. Deviation from the norm must only be based on the recommendations of the South African Police Service. All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(2) If a municipal council makes available tools of trade in terms of sub-item (1), such a municipal council must take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade.

(3) The tools of trade must be insured by the council with the exception of sub-item (1)(g).

(4) The application of sub-item (1) is subject to concurrence by the MEC.

## 15. Capacity building

(1) The municipal council must develop and adopt a skills development plan and personal development plan prior to any councillor undergoing training.

(2) A municipality must make a provision in its budget for development and implementation of capacity building programme for a councillor during the term of office of that councillor.

(3) Capacity building programmes consist of short courses or programmes as provided for in the training, education and development policy and skills development plan of the municipality, including training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government.

(4) The capacity building and training programme must take into consideration the capacity needs to fulfil a councillor's statutory obligations and affordability by a municipality.

## 16. Overpayment

(1) Any remuneration paid to a councillor of a municipality otherwise than in accordance with section 167(1) of the *Local Government: Municipal Finance Management Act*, 2003 (Act No. 56 of 2003) including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and the municipality –

- (a) must recover that remuneration from the political office bearer or member;
- (b) may not write-off any expenditure incurred by the municipality in paying or giving that remuneration; and
- (c) must be reported to the MEC within 30 days of becoming aware.

(2) The MEC must report to the Minister –

- (a) any transgression of subsection (1); or
- (b) any non-compliance with this Notice,

within 14 days from the date when the MEC became aware of such transgression or non-compliance.

**17. Information to be submitted to the Minister**

(1) A municipality must submit to the MEC, by not later than 31 August 2022, a report containing the following information in respect of its serving councillors for the 2021/22 financial year on an official letterhead of the municipality, signed by the executive mayor or mayor, as the case may be:

- (a) Total number of councillors;
- (b) Designation;
- (c) Part-time or full-time;
- (d) Name of incumbent;
- (e) Gender;
- (f) Total municipal income;
- (g) Total population;
- (h) Grading of municipal council;
- (i) Date concurrence in terms of item 14(4) granted by the MEC;
- (j) Total remuneration package;
- (k) Total budget for personal security; and
- (l) Any allowance(s) payable to a councillor.

(2) Upon receipt of the data referred to in sub-item 1, the MEC must submit a consolidated report of all municipalities in the province to the Minister by not later than 31 October 2022.

**18. Transitional measures and repeal of *Government Gazettes***

(1) If a municipality has no audited financial statements for the 2020/21 financial year by the date of publication of this Notice, the audited financial statements for the 2019/20 financial year apply.

(2) If the grading of a municipality degrades as a result of the redetermination of the grade of municipal council as set out in item 4 of this Notice, a councillor who was in office as at 30 June 2021 retains the total remuneration package as determined in terms of Government Notice No. 475, *Government Gazette* No. 43246 of 24 April 2020 and the councillor is entitled to the applicable cost of living adjustment: Provided that the data used by the municipality for determination of the grading of a municipal council is correct.

(3) The Notice replaces *Government Gazette* No. 43246 of 24 April 2020 and *Government Gazette* No. 45420 of 2 November 2021.

**19. Short title and commencement**

This Notice is called the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils and takes effect from 1 July 2021.

## **4.2 Direktooraat Tegniese Dienste / Directorate Technical Services**

### **4.2.1 Small Scale Embedded Generation (SSEG) Policy: Methodology, allowable limit and motivation of renewable tariff (16/3/P)**

The following documents are attached:

- (a) Memorandum from Senior Manager: Electro-Technical Services, dated 30 November 2021: **Annexure 4.2.1(a)**.
- (b) Review and Strategic Input report: **Annexure 4.2.1(b)**.

Council unanimously resolved on 23 February 2022 that the matter "Small Scale Embedded Generation (SSEG) Policy: Methodology, allowable limit and motivation of renewable tariff" be held in abeyance and be workshopped by Council.

The Executive Mayoral Committee resolved on 26 May 2022 to recommend to Council:

- (a) that Council rescinds 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 RENEWABLE energy tariff will automatically form part of Council's Energy Policy as and when approved by Council.
- (g) That the Municipality include the principle of the RENEWABLE tariff as explained in the report for approval from NERSA in the 2022/2023 NERSA tariff application. This tariff will be additional and mandatory for new SSEG installations and new approvals and that Council considers the phasing in of the tariff on existing approved installations over a five year period.

Category	Basic/ month	Refit / kWh
Residential	R70.00	R0.50
Commercial, LPU	Solar Basic - Municipal mark-up on sales for the specific tariff x (Energy Generated per Year x 90% / 12) determined annually As per undermentioned table, updated annually.	One for One as per current existing tariff (Zeroed end of each financial year)

Municipal Mark-up calculator (2021/2022)

		Municipal Buy from Eskom R/kWh	Municipal Sell to Customer R/kWh	Municipal Mark-up R/kWh	Proposed Municipal Basic on installed panels. R/kWh	Customer Save On Solar R/kWh
<b>Agri Customers</b>	2.4					
<25 kVA	2.4.1	1.131931	2.31	<b>1.178069</b>	<b>1.178</b>	<b>1.132</b>
25kVA--50 kVA	2.4.2	1.131931	2.31	<b>1.178069</b>	<b>1.178</b>	<b>1.132</b>
50kVA--100kVA	2.4.3	1.131931	2.246	<b>1.114069</b>	<b>1.124</b>	<b>1.122</b>
<b>Bulk Customers</b>	2.5					
<b>Agri Customers</b>	2.5.1					
<b>Time Of Use</b>	2.5.1.1					
<b>Customers</b>	2.5.1.1.1	1.131931	1.177583	<b>0.045652</b>	<b>0.16</b>	<b>1.018</b>
<1MW High Tension	2.5.1.1.2	1.131931	1.288571	<b>0.15664</b>	<b>0.16</b>	<b>1.129</b>
<1MW Low Tension	2.5.1.2					
<b>Normal</b>	2.5.1.2					
<1MW High Tension	2.5.1.2.1	1.131931	1.23	<b>0.098069</b>	<b>0.16</b>	<b>1.070</b>
<1MW Low Tension	2.5.1.2.2	1.131931	1.100087	<b>-0.03184</b>	<b>0.16</b>	<b>0.940</b>
<b>Urban Customers</b>	2.5.2					
<b>Time of Use</b>	2.5.2.1					
<b>Customers</b>						

>1MVA High Tension	2.5.2.1.1	1.131931	1.360601	<b>0.22867</b>	<b>0.23</b>	<b>1.131</b>
<1MVA High Tension	2.5.2.1.2	1.131931	1.451322	<b>0.319391</b>	<b>0.32</b>	<b>1.131</b>
<1MVA Low Tension	2.5.2.1.3	1.131931	1.415728	<b>0.283797</b>	<b>0.284</b>	<b>1.132</b>
<b>Normal</b>	2.5.2.2					
>1MVA High Tension	2.5.2.2.1	1.131931	1.5	<b>0.368069</b>	<b>0.368</b>	<b>1.132</b>
<1MVA High Tension	2.5.2.2.2	1.131931	1.48	<b>0.348069</b>	<b>0.348</b>	<b>1.132</b>
<1MVA Low Tension	2.5.2.2.3	1.131931	1.558435	<b>0.426504</b>	<b>0.427</b>	<b>1.131</b>

- (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 technical 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 15 % of the municipality's total ESKOM purchased kWh for the preceding financial year or a 'technical limit' in terms of a network impact study for each town, whichever comes first, no further applications will be considered.
- (j) that any Power Users (greater than 100kVA) 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 at the consumer's cost.
- (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 SSEG 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 domestic 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.

### **RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

- (a) *that Council rescinds 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 RENEWABLE energy tariff will automatically form part of Council's Energy Policy as and when approved by Council.*
- (g) *That the municipality include the principle of the RENEWABLE tariff as explained in the report for approval from NERSA in the 2022/2023 NERSA tariff application. This tariff will be additional and mandatory for new SSEG installations and new approvals and that Council considers the phasing in of the tariff on existing approved installations over a five year period.*

<b>Category</b>	<b>Basic/ month</b>	<b>Refit / kWh</b>
<i>Residential</i>	<i>R70.00</i>	<i>R0.50</i>
<i>Commercial, LPU</i>	<i>Solar Basic - Municipal mark-up on sales for the specific tariff x (Energy Generated per Year x 90% / 12) determined annually</i> <i>As per undermentioned table, updated annually.</i>	<i>One for One as per current existing tariff (Zeroed end of each financial year)</i>

Municipal Mark-up calculator (2021/2022)

		Municipal Buy from Eskom R/kWh	Municipal Sell to Customer R/kWh	Municipal Mark-up R/kWh	Proposed Municipal Basic on installed panels. R/kWh	Customer Save On Solar R/kWh
<b>Agri Customers</b>	2.4					
<25 kVA	2.4.1	1.131931	2.31	<b>1.178069</b>	<b>1.178</b>	<b>1.132</b>
25kVA--50 kVA	2.4.2	1.131931	2.31	<b>1.178069</b>	<b>1.178</b>	<b>1.132</b>
50kVA--100kVA	2.4.3	1.131931	2.246	<b>1.114069</b>	<b>1.124</b>	<b>1.122</b>
<b>Bulk Customers</b>	2.5					
<b>Agri Customers</b>	2.5.1					
<b>Time Of Use</b>	2.5.1.1					
<b>Customers</b>	2.5.1.1.1					
<1MW High Tension	2.5.1.1.1	1.131931	1.177583	<b>0.045652</b>	<b>0.16</b>	<b>1.018</b>
<1MW Low Tension	2.5.1.1.2	1.131931	1.288571	<b>0.15664</b>	<b>0.16</b>	<b>1.129</b>
<b>Normal</b>	2.5.1.2					
<1MW High Tension	2.5.1.2.1	1.131931	1.23	<b>0.098069</b>	<b>0.16</b>	<b>1.070</b>
<1MW Low Tension	2.5.1.2.2	1.131931	1.100087	<b>-0.03184</b>	<b>0.16</b>	<b>0.940</b>
<b>Urban Customers</b>	2.5.2					
<b>Time of Use</b>	2.5.2.1					
<b>Customers</b>	2.5.2.1.1					
>1MVA High Tension	2.5.2.1.1	1.131931	1.360601	<b>0.22867</b>	<b>0.23</b>	<b>1.131</b>
<1MVA High Tension	2.5.2.1.2	1.131931	1.451322	<b>0.319391</b>	<b>0.32</b>	<b>1.131</b>
<1MVA Low Tension	2.5.2.1.3	1.131931	1.415728	<b>0.283797</b>	<b>0.284</b>	<b>1.132</b>
<b>Normal</b>	2.5.2.2					
>1MVA High Tension	2.5.2.2.1	1.131931	1.5	<b>0.368069</b>	<b>0.368</b>	<b>1.132</b>
<1MVA High Tension	2.5.2.2.2	1.131931	1.48	<b>0.348069</b>	<b>0.348</b>	<b>1.132</b>

<1MVA Low Tension	2.5.2.2.3	1.131931	1.558435	0.426504	0.427	1.131

- (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 technical 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 15 % of the municipality's total ESKOM purchased kWh for the preceding financial year or a 'technical limit' in terms of a network impact study for each town, whichever comes first, no further applications will be considered.*
- (j) *that any Power Users (greater than 100kVA) 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 at the consumer's cost.*
- (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 SSEG 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 domestic 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.*



### **MEMORANDUM**

To: Director: Technical Services  
Municipal Manager  
From: Senior Manager: Electro-technical Services & Director Finance  
Date: 2021/11/30  
Ref: Policies

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

#### **Purpose**

To provide the regulatory background to the installation of SSEG by consumers and to motivate a renewable energy tariff to Council, as well as the motivation of changes in the existing policy.

#### **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 three issues that will have to be addressed, namely the implementation of a RENEWABLE tariff, proposed adjustments to the existing policy and an explanation of relevant legislation.

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

#### **Discussion**

#### **REGULATORY IMPLICATIONS**

Regarding the consumer’s rights to install SSEG the regulations state the following.

Section 35 of the Electricity Regulation Act stipulates that NERSA may make rules, guidelines and codes of conduct and practice. As such the Grid Code (South African Distribution Code) is a document approved by NERSA in terms of the Electricity Regulation Act. As a licenced electricity distributor we are obliged to comply with the Grid Code as required in section 27 of the Electricity Regulation Act.

*The **Electricity Regulation Act** empowers the SA Distribution code which in terms of paragraph 3.2 states that:*

*3.2.1 upon receipt of the application for connection to the distribution system, the distributor shall advise whether the applicant can be connected to the existing system and / or what technical improvements are required to enable the new connection;*

3.2.2 the distributor shall provide an offer to connect and if accepted by the customer, both parties shall enter into a connection agreement

3.2.3 The connection agreement shall include information such as project planning data, inspection, testing and commissioning programs, electrical diagrams and any other information the Distributor may deem necessary to proceed with the processing of the application for connection.

3.2.4 If the application for connection has been declined, the Distributor shall advise the customer on the alternative options available for connection to make the connection successful.

The Distribution Code therefore provides that the municipality is obliged to provide reasons for declining an application for connection insofar as the municipality must provide an applicant with the technical information and improvements required to connect their system and of the alternative options available to rectify an unsuccessful application

Paragraph 4 of the Distribution Code sets out the responsibilities of distributors and stipulates

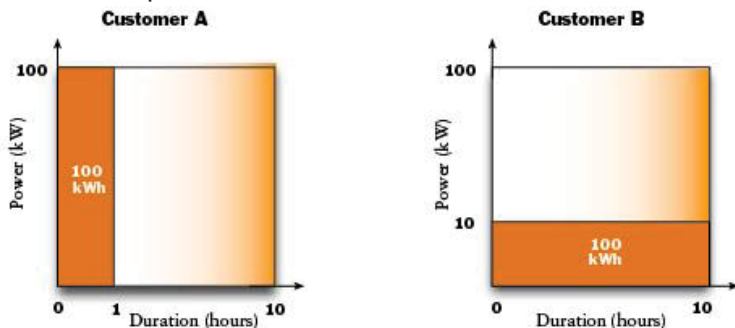
4(1) that the distributor **shall** make capacity available on its networks and provide open and non-discriminatory access for the use of this capacity to all customers including embedded generators

Paragraph 4 further states that “the distributor is entitled to a fair compensation through the electricity tariffs as described in the electricity code”. For this reason it is necessary that the Municipality implement SSEG tariffs to prevent further financial impact on the Municipality.

### **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.

In order to explain the difference between kW and kWh, consider the following diagram:



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 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  $9\,408\,000 \text{ kWh} / 162\,968\,602 \text{ kWh}$  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, since the Municipality is only concerned about the energy generated in kWh.

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. The limitation was also applied to protect the sustainability of the Municipality. With the new Renewable Energy Tariff that is proposed in this item, the 15% limitation can remain, but is no longer required for the sustainability of the Municipality. The only limitation that remain is the infrastructure limitations, that will be addressed during the applications received. Should there be a technical limitation, the customer can address these limitations by doing the necessary upgrading to the network.

It is therefore proposed that Council resolve 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
		<b>TOTAL kW installed</b>	<b>5 600</b>	<b>9 408 269</b>	<b>TOTAL kWh generated</b>
		Ceres NMD	36 500	162 968 602	Annual Eskom kWh purchases
		<b>% kW installed vs KVA</b>	<b>15%</b>	<b>5.77%</b>	<b>% kWh capacity installed vs Eskom purchases</b>

**THE CASE FOR IMPLEMENTING A RENEWABLE TARIFF**

The difference between the tariff charged to a Time off Use Customer (TOU) and the tariff paid to Eskom during Standard time in the low season is used to determine the potential loss to the Municipality. (approximately 30c per kWh generated)

A Basic Charge per kWh that can be generated by the SSEG plant are therefore recommended for Non-Residential customers. This basic charge should be equal to at least the difference in the energy sold on the specific tariff to the customer and the rate at which the power is bought from Eskom. This will ensure that the Municipality makes no loss once any renewable installation is done.

It is estimated that a 100 kWp plant can generate an average of 151 200 kWh per annum. The plant also loses up to 20% efficiency after 20 years' lifetime. The basic charge will therefore be calculated at only 90% of the total plant output. The relevant Basic Charge can therefore be calculated as follows:

$$151\,200 \times 0.30 \times 90\% \div 12$$

$$= R\,3\,402 \text{ per } 100 \text{ kW installation per month.}$$

Applying this basic principle to all the current Power User (greater than 100kVA) tariffs results in the undermentioned Basic Charge per kWh generated.

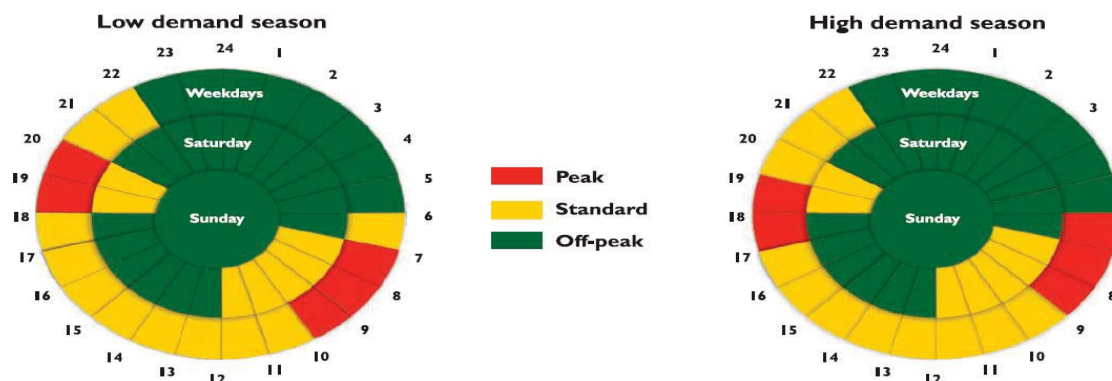
		Municipal Buy from Eskom R/kWh	Municipal Sell to Customer R/kWh	Municipal Mark-up R/kWh	Proposed Municipal Basic on installed panels. R/kWh For use in tariff	Customer Save On Solar R/kWh
<b>Agri Customers</b>	2.4					
<25 kVA	2.4.1	1.131931	2.31	<b>1.178069</b>	<b>1.178</b>	<b>1.132</b>
25kVA--50 kVA	2.4.2	1.131931	2.31	<b>1.178069</b>	<b>1.178</b>	<b>1.132</b>
50kVA--100kVA	2.4.3	1.131931	2.246	<b>1.114069</b>	<b>1.124</b>	<b>1.122</b>
<b>Bulk Customers</b>	2.5					
<b>Agri Customers</b>	2.5.1					
<b>Time Of Use Customers</b>	2.5.1.1					
<1MW High Tension	2.5.1.1.1	1.131931	1.177583	<b>0.045652</b>	<b>0.16</b>	<b>1.018</b>
<1MW Low Tension	2.5.1.1.2	1.131931	1.288571	<b>0.15664</b>	<b>0.16</b>	<b>1.129</b>
<b>Normal</b>	2.5.1.2					
<1MW High Tension	2.5.1.2.1	1.131931	1.23	<b>0.098069</b>	<b>0.16</b>	<b>1.070</b>
<1MW Low Tension	2.5.1.2.2	1.131931	1.100087	<b>-0.03184</b>	<b>0.16</b>	<b>0.940</b>
<b>Urban Customers</b>	2.5.2					
<b>Time of Use Customers</b>	2.5.2.1					
>1MVA High Tension	2.5.2.1.1	1.131931	1.360601	<b>0.22867</b>	<b>0.23</b>	<b>1.131</b>
<1MVA High Tension	2.5.2.1.2	1.131931	1.451322	<b>0.319391</b>	<b>0.32</b>	<b>1.131</b>
<1MVA Low Tension	2.5.2.1.3	1.131931	1.415728	<b>0.283797</b>	<b>0.284</b>	<b>1.132</b>
<b>Normal</b>	2.5.2.2					
>1MVA High Tension	2.5.2.2.1	1.131931	1.5	<b>0.368069</b>	<b>0.368</b>	<b>1.132</b>
<1MVA High Tension	2.5.2.2.2	1.131931	1.48	<b>0.348069</b>	<b>0.348</b>	<b>1.132</b>
<1MVA Low Tension	2.5.2.2.3	1.131931	1.558435	<b>0.426504</b>	<b>0.427</b>	<b>1.131</b>

The business sector agree with the Basic Charge as far as new approvals are concerned, but not for plants already approved.



Their proposal provides for net metering – excess kWh exported to the municipal network can be used at a later stage in the same tariff time frame and same tariff. Electricity exported a specific colour timeframe can only be used in that timeframe.

As indicated, the 30c/kWh is just an average value of the difference in customer tariffs and the purchase price from Eskom. This basic charge should be equal to at least the difference in the energy sold on the specific tariff to the customer and the rate at which the power is bought from Eskom. This will ensure that the Municipality makes no loss once any renewable installation is done.



For residential customers a refit tariff of 50c/kWh is proposed. – Excess kWh generated will be purchased by the municipality and sold to other customers. R100.00 is recommended for residential customers for this renewable tariff.

Kindly note that all proposed tariffs can only be levied once approved by council and NERSA. The expected date for implementation of the tariffs is therefore 1 July 2022.

It is important to note the any SSEG installation can only generate electricity, whilst the power from the Municipal grid is on. The basic charge is calculated on the total output of a renewable energy PV Plant in the Witzenberg area that did not experience any electricity network interruptions. Should there be load shedding or a prolonged interruption, the Director Technical services shall quantify the implications of the interruption on the production of the SSEG plant and a correction in the basic charge will be proposed to finance for correction.

### **THE CURRENT POLICY**

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 Renewable 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 Renewable 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.*
- (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 Renewable 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 is addressed to methodology and RENEWABLE tariff, the undermentioned changes to the policy are proposed.

### RECOMMENDATION

- (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.
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  - (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 RENEWABLE energy tariff will automatically form part of Council's Energy Policy as and when approved by Council.
- (g) That the Municipality include the principle of the RENEWABLE tariff as explained in the report for approval from NERSA in the 2022/2023 NERSA tariff application. This tariff will be additional and mandatory for new SSEG installations and new approvals and that Council considers the phasing in of the tariff on existing approved installations over a five year period.

Category	Basic/ month	Refit / kWh
Residential	R70.00	R0.50
Commercial, LPU	Solar Basic - Municipal mark-up on sales for the specific tariff x (Energy Generated per Year x 90% / 12) determined annually	One for One as per current existing tariff (Zeroed end of each financial year)
	As per undermentioned table, updated annually.	

Municipal Mark-up calculator (2021/2022)

		Municipal Buy from Eskom R/kWh	Municipal Sell to Customer R/kWh	Municipal Mark-up R/kWh	Proposed Municipal Basic on installed panels. R/kWh	Customer Save On Solar R/kWh
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<1MVA Low Tension						

- (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 technical 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 15 % of the municipality's total ESKOM purchased kWh for the preceding financial year or a 'technical limit' in terms of a network impact study for each town, whichever comes first, no further applications will be considered.*
- (j) *that any Power Users (greater than 100kVA) 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 at the consumer's cost.*
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Project report

## Review and Strategic Input to an Updated Municipal SSEG Tariff Structure – Phase 2

Second and third project headline if required

**Witzenberg Municipality**

# Document control record

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Approval			
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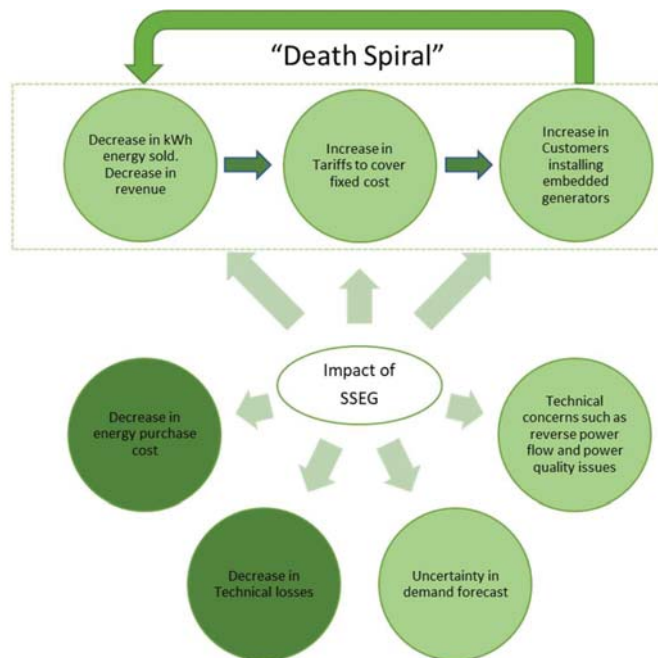
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## Executive Summary

Witzenberg Municipality has experienced declining electricity sales over the past year. The following trends have been further observed: increases in Small-Scale Embedded Generation (SSEG), consumers improving their energy efficiency and intermittent levels of load shedding across the municipal area. These changes coupled with a tariff structure that remains unamended are believed to be responsible for the declining energy sales from the Witzenberg consumer base. SSEG systems, which are currently solar photovoltaic (PV) installations, should be installed in line with the requirements of the Witzenberg SSEG Policy (Energy Plan) approved in October 2018. However, the SSEG tariff referred to in the Policy has not been implemented yet. A full, detailed tariff study is required in order to determine an appropriate SSEG tariff but this is expected to take a significant amount of time and effort. This high-level assessment aims to propose an interim SSEG tariff and determine the impact it will have on the municipality and its revenue stream, until the full study can be undertaken.

As per the Previous report (Phase 1) it was found that Witzenberg Municipality's current tariffs are not sustainable, resulting in an increasing reduction in revenue. The residential tariff specifically, was found to be low in comparison to the national benchmarks and we recommend that the municipality considers adjusting these tariffs to be in line with other surrounding municipalities.

This study was to try and determine a middle-of-the-road interim SSEG tariff for each of the user groups defined by the municipality. The tariff consists of a fixed monthly charge (R/month) and a Renewable Energy Feed-In Tariff (REFIT), or energy charge, which is based on a rand per kilowatt-hour (R/kWh). These values were informed by NERSA guidelines, as well as SSEG tariffs of other municipalities.



**Figure 1: impact of increased SSEG on the Witzenberg electricity system**

## Introduction

Due to limited timeframe of this Review and Strategic Input to an Updated Municipal SSEG Tariff Structure – Phase 2, it was decided to focus on short term goals in order to have the most impact on focused areas. To achieve as much as possible in the short time available, the team focused on two aspects namely, a technical study, that would help form the basis for the second aspect, the financial modelling. This was grounded on the information as requested from the Witzenberg Municipality, as well as information that was available from the Phase 1 project.

## Technical

### Introduction

This section outlines the technical impacts of Small-Scale Embedded Generation (SSEG) on the Witzenberg Municipality distribution network. The uptake in solar PV generation has increased significantly over the last five years in line with the SSEG policy of the municipality. Current SSEG policy at Witzenberg and other municipalities in South Africa limit the total sum of approved SSEG plant installed capacity to 15% of the Notified Maximum Demand (NMD) in the respective area of supply. The challenge with most municipalities, as is the case with Witzenberg, is that the NMD usually occurs during the evening times when there is no contribution from solar sourced SSEG, and the impact of allowing additional SSEG might pose a risk to supply the NMD from the grid alone when SSEG contribution is at its lowest.

This technical impact assessment will assess the current levels of SSEG, the potential technical risks, and impacts associated with increasing SSEG beyond the 15% limit.

High levels of SSEG penetration in distribution networks affects various network parameters that should be studied to mitigate the negative impacts:

- Voltage regulation and thermal loading of equipment
- Network fault levels
- Protection grading
- Network reliability planning
- Power quality
- Reverse power flow
- Safe network isolation for maintenance repairs due to additional generation sources

## Methodology

The study consisted of the following main tasks:

### Data Gathering and Review

Project supporting information was collected and reviewed including:

- Demand information
- Schematic diagrams and geospatial (GIS) data of the existing electrical network
- Network models
- Existing SSEG installation data

## Area and Network Overview

This task involved familiarising the team with the study area location, current electrical coverage, and capacity of the existing network within the study area.

## Network Modelling

This task involved the development of a representative load flow simulation model, network scenarios and modelling SSEG installations in the study area.

## Technical Evaluation

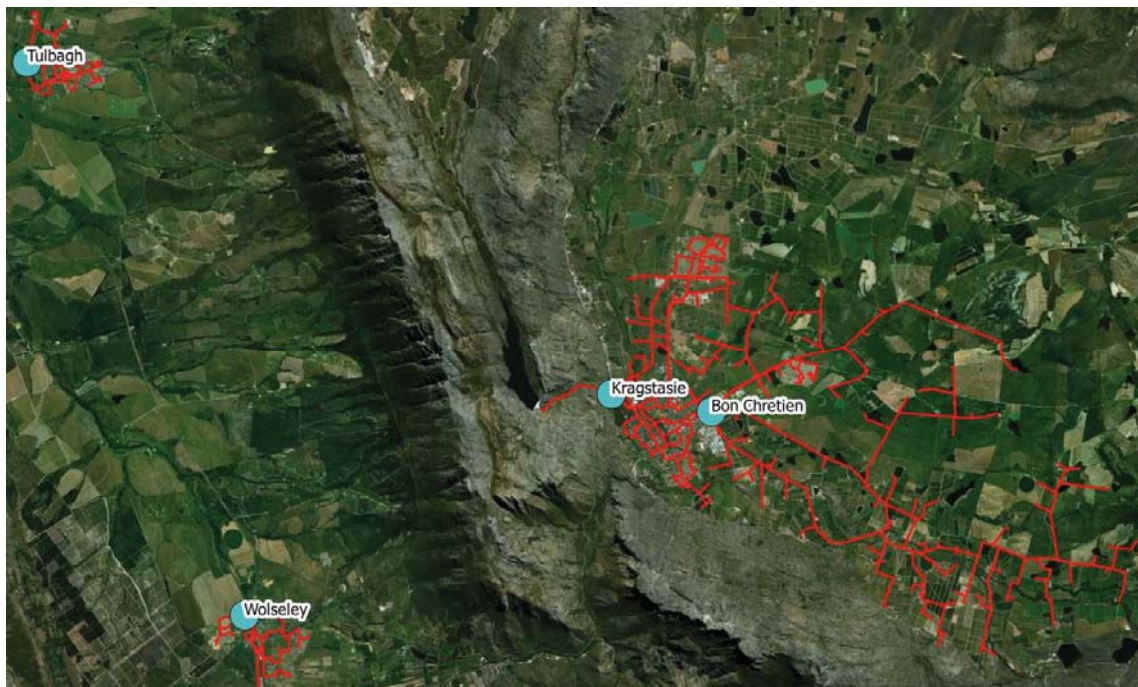
The technical impact of varying levels of SSEG in the distribution network was assessed on a high level. A review of existing technical standards and design criteria applicable to SSEG integration was conducted. The impact of SSEG on voltage regulation, thermal loading of equipment, fault levels in the network and reverse power flow were analysed through steady state load flow analysis.

## Conclusions and Recommendations

The study results were summarized, recommendations made to mitigate the negative impacts on the network and further studies required.

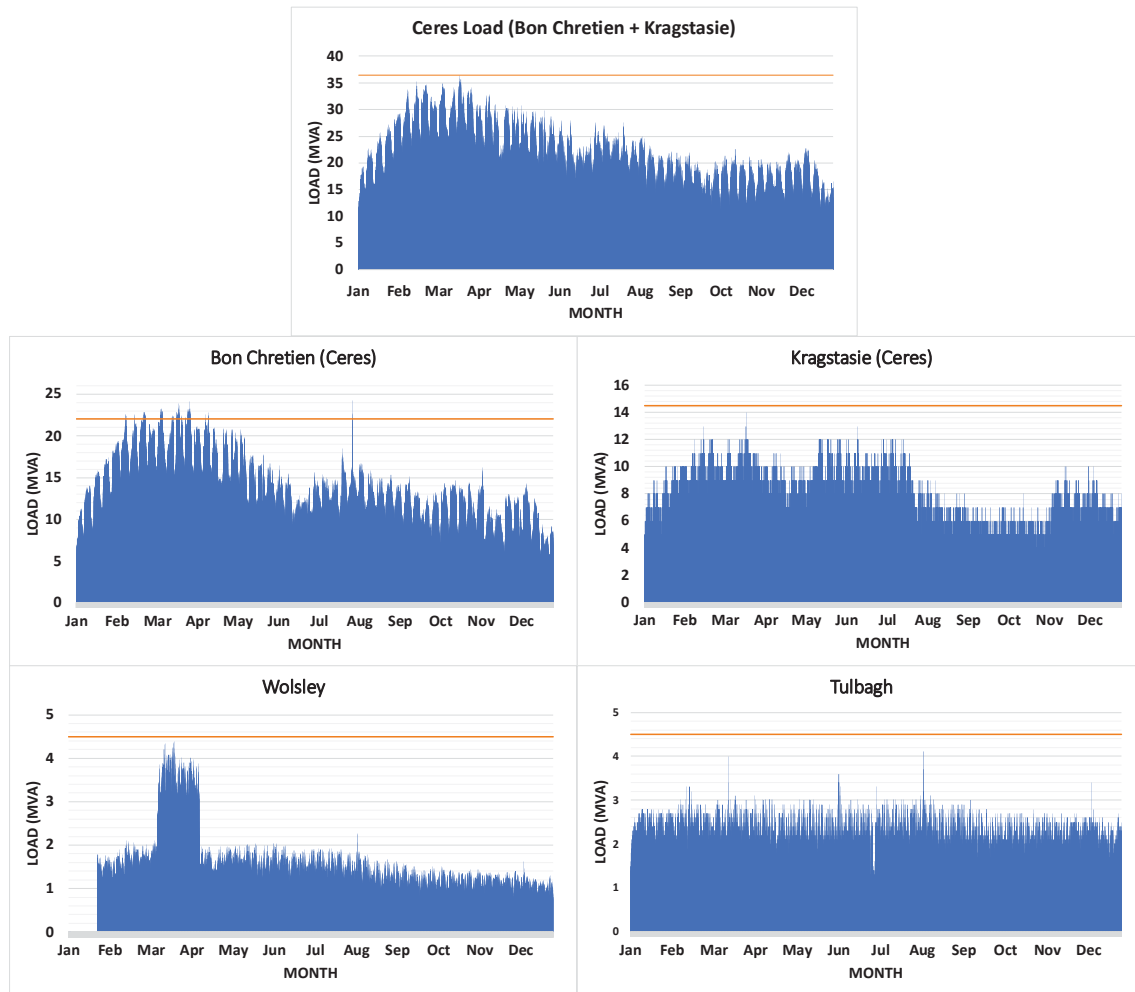
## Network Overview

Witzenberg municipality has 3 supply areas being supplied from Eskom via four 11kV intake points. At the Eskom substations, voltage is stepped down from 66kV to 11kV and distributed at 11kV. The three main supply areas; Ceres, Wolseley and Tulbagh consist mostly of radial feeders and a mix between meshed and radial feeder system in Ceres. The distribution system consists of switching stations, ring main units (RMUs), mini-substations and pole mounted transformers (PMTs) stepping voltage down from 11kV to 400V. The MV feeder network (in red) is shown in Figure 2 below with blue circles showing the intake points:



**Figure 2: Witzenberg Municipality MV Feeder Network (Source: Bing Maps, Municipality GIS data)**

Metered load data at the intake points was provided and reviewed to obtain the study area load profiles. The study area consists of mainly of residential, industrial, and agricultural consumer types. Figure 3 shows the 2019 yearly load profiles of Ceres, Wolseley, and Tulbagh with the 2019 NMDs shown with orange horizontal lines.



**Figure 3: Study Area 2019 Yearly Load Profiles and NMDs**

As seen in Figure 3, the maximum demand for the Bon Chretien intake substation in Ceres has exceeded the NMD of 22 MVA in 2019. Witzenberg has applied for a 5 MVA NMD increase for Bon Chretien in May 2019 and an NMD increase of 0.7 MVA was approved for Wolseley in January 2021. Table 1 shows the NMDs for each intake substation in 2021.

**Table 1: 2021 NMDs Per Intake Substation**

Intake Substation	NMD (MVA)
Bon Chretien (Ceres)	22
Kragstasie (Ceres)	14.5
Wolseley	5.2
Tulbagh	4.5

## Network Modelling

A network model of the distribution network within Power Tools analytical software, study area single line diagrams (SLDs) and study results from a 2018 network master plan study was made available for

the study. The network model was imported into ETAP 16.2 and reviewed by checking and confirming the network connectivity as well as the equipment ratings and network parameters. By utilizing the provided network information, a representative load flow simulation model of the 2018 distribution network was developed. A screenshot showing the representation of a distribution substation (De Bos) as modelled in ETAP is shown in Figure 4. Complete single line diagram snapshots for each supply area as modelled in ETAP are included in Appendix C.

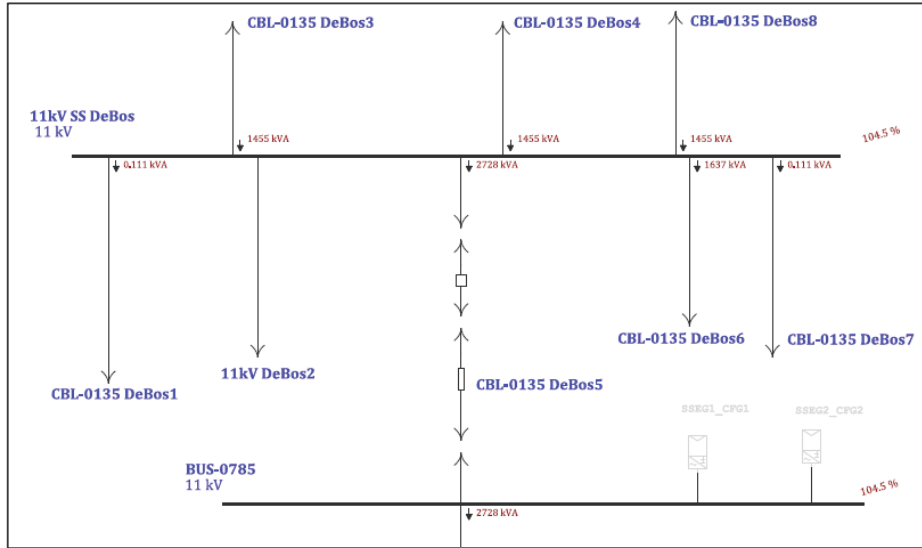


Figure 4: ETAP Simulation Model - One Line Diagram Representation

Table 2 to Table 5 summarize the study area intake substation grid parameters, line impedances and main switching substations in the study area

Table 2: Intake Substation External Grid Parameters

Intake Substation	Capacity (MVA)	Three phase Fault Levels (kA)
Kragstasie (Ceres)	20	7.1
Bon Chretien (Ceres)	2 x 20	4.3
Wolseley	10	5.7
Tulbagh	20	3.9

Table 3: Cable parameters

Circuit Type	Voltage (kV)	R1 (ohm/km)	X1 (ohm/km)	Rated Current (A)	Rated Power (MVA)
PILC 185mm <sup>2</sup> Cu	11	0.04	0.02	349	6.6
PILC 185mm <sup>2</sup> Al	11	0.06	0.03	269	5.1
PILC 95mm <sup>2</sup> Cu	11	0.07	0.02	240	4.6
PILC 70mm <sup>2</sup> Cu	11	0.10	0.03	207	3.9
XLPE 35mm <sup>2</sup> Cu	11	0.21	0.03	140	2.7
PILC 25mm <sup>2</sup> Cu	11	0.26	0.03	115	2.2
PILC 16mm <sup>2</sup> Cu	11	0.38	0.03	75	1.4

Table 4: Overhead line parameters

Transmission Line Type	Voltage (kV)	Impedance per phase		Rated Current (A)	Rated Power (MVA)
		R (ohm/km)	X (ohm/km)		

Hare	11	0.44	0.62	360	6.9
Rabbit	11	0.87	0.65	240	4.6
Fox	11	1.26	0.68	190	3.6
Gopher	11	1.76	0.69	150	2.9

Table 5: Study Area Main Substations

Substation		Voltage (kV)	No. of Feeders
Name	Type		
Ceres			
Bon Chretien	Main Intake	11	19
Kragstasie	Main Intake	11	15
Panorama	Distribution Sub	11	12
Vredebes	Distribution Sub	11	12
Jakaranda	Distribution Sub	11	7
De Bos	Distribution Sub	11	8
Lyell	Distribution Sub	11	6
Wolseley			
Wolseley	Main Intake	11	5
Voortrekker	Distribution Sub	11	3
Tulbagh			
Tulbagh	Main Intake	11	3
Stasieweg	Distribution Sub	11	5

## Technical Evaluation

### Technical Impacts of SSEG

Figure 5 illustrates some of the technical impacts of SSEG on the distribution network.

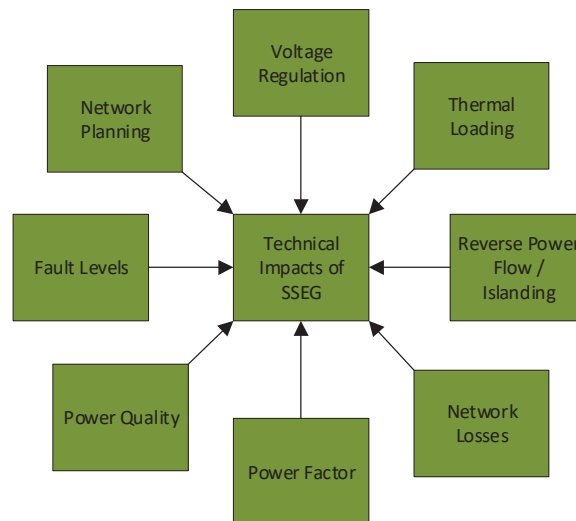


Figure 5: Technical Impacts of SSEG on the distribution Network

**Voltage regulation:** SSEG can cause significant voltage rise at the point of connection (POC) which has an impact on the overall system voltage regulation and operation of distribution transformers and tap changers. If the SSEG contribution is not consistent, tap changing

and voltage compensation equipment operations and switching will be increased and probably lead to earlier equipment failure and increased maintenance costs.

**Thermal Loading:** SSEG can decrease feeder loading depending on the connection point location and power output.

**Reverse Power Flow:** High levels of SSEG penetration can result in power flow from the LV network into the MV feeder source and cause certain types of protection relays to operate and disconnect associated circuits creating an island condition. In addition, the safe operation and isolation of networks become more challenging especially if the SSEG location and connectivity is not properly documented and the network switching officers are not aware of SSEG locations during circuit isolation and testing.

**Network Losses:** Integration of SSEG affects the losses in distribution networks. In general, grid losses are reduced with SSEG.

**Power Factor:** Most PV inverter systems operate close to unity power factor and supplies most of the active power demand while the grid supplies the reactive power demand. SSEG can affect the ratio of active to reactive power supplied by the grid and therefore change the power factor of the grid supply.

**Power Quality:** PV inverter systems can inject harmonics into the network causing a decrease in power quality. Inverters are generally required to be type tested to ensure harmonic contribution is within the emission limits specified in NRS048-4 "Electricity Supply – Quality of Supply Part 4: Application practices for licensees".

**Fault Levels:** SSEG affects the fault current in the distribution network and high levels of SSEG may require reconfigurations in protection relays as well as review of equipment fault carrying capacity ratings that might have to be increased due to higher fault levels.

**Network Planning:** Traditional network planning principles which assumed one directional power flow have changed due to the increasing levels of SSEG penetration. SSEG causes more variation in customer load profiles which poses a challenge in network planning and assessment of network capacity. In typical residential supply areas, SSEG mainly contributes during the day, leaving the grid to be designed to supply the evening demand, which is often less cost effective, resulting in applying more prudent design practises.

## Assessment Criteria

There are several technical standards and guidelines that can be applied when considering the integration of SSEG. These standards aim to maintain network adequacy and are used to protect the interests of all network users. The "Grid Connection Code for Renewable Power Plants (RPPs) Connected to the Electricity Transmission System (TS) or the Distribution System (DS) in South Africa" specifies the minimum technical and design grid connection requirements for renewable generators and includes specific requirements applicable to the three categories of RPPs:

**Table 6: RPP Categories in South Africa**

Category		Rated Power
A	A1	0 - 13.8 kVA
	A2	13.8 - 100 kVA
	A3	100 - 1MVA
B		1 - 20 MVA
C		100 - 1MVA

The standard includes the requirements of the RPP to withstand frequency and voltage deviations at the Point of Connection (POC), reactive power capability, power quality, protection, curtailment, control, testing and reporting requirements. In general, requirements are most stringent on category C plants and less on category B and A respectively.

The NRS097 is a two-part document that specifies technical requirements for the interconnection of embedded generation to low, medium, and high voltage distribution networks. NRS097-1 "Distribution standard for the interconnection of embedded generation" applies to MV and HV networks and is in course of preparation. NRS097-2 "Small-scale embedded generation" specifies the technical requirements for the utility interface, the embedded generator and utility distribution network with regards to embedded generators smaller than 1000 kVA connected to low-voltage networks.

Witzenberg requirements and application process for solar PV embedded generator connection are detailed in a "Requirements for Small Scale Embedded Generation" policy document published in 2018. The document details the technical requirements and application process of the municipality for connecting solar PV embedded generation to the municipal electricity network. The document covers requirements for installation sizes up to 1MVA connected to low-voltage networks. The policy states that once the total sum of approved SSEG plants equals a maximum of 15% of Witzenberg municipalities NMD for each supply area, no further applications will be approved.

NRS097-2 Section 3 "Simplified utility connection criteria for low-voltage connected generators" guidelines serves as a simplified guideline for assessing embedded generator applications that do not require detailed grid studies. Technical limits that constrain the amount of SSEG in the network, as per NRS097-2-3, are:

- Thermal ratings of equipment (lines, cables, and transformers) may not be exceeded
- MV and LV voltage regulation should be within the limits specified in NRS048-2:

**Table 7: Maximum Deviation from Standard Voltage Levels**

Voltage level (kV)	Compatibility Level
11	±5%
0.4	±10%

- The maximum change in LV voltage due to embedded generators are limited to 3%. This limit is based on common international practice and ensures that short-term variations in generation output will not cause significant changes in voltage regulation. The NRS097-2-3 guidelines state that based on South African standard voltage levels and limits, MV voltage control practises and the MV/LV transformer voltage ratio and tap settings, voltage rise on LV feeders due to embedded generation should ideally be limited to 1%.
- Reverse power flow into MV feeder sources which can cause islanding by directional protection relays should be avoided.
- Fault level contribution of SSEG should be limited to prevent the need for reconfiguration of protection relays and/or replacement of equipment not designed for the higher fault levels.

The application of the limits given above result in the following proposed technical criteria for SSEG size limitations:

**Table 8: Criteria for SSEG size limits (NRS097-2-3)**

Category	Criteria
Voltage rise on LV feeders	<1%
Maximum generation connected to a MV transformer	75% of transformer rating
Customer on dedicated LV feeders	75% of NMD

Customer on shared LV feeders	25% of NMD
Total generation connected to a MV feeder	15% of maximum load

## Network Assessment

The impact of the current and anticipated penetration levels of SSEG on the distribution network was studied through load flow simulations on the 2018 distribution network. The study focused on the 15% limit of total installed capacity of SSEG per supply area, voltage regulation, and fault level contribution of SSEG.

## Assumptions and Limitations

The following assumptions were applied to this study:

- The study was based on data provided by Witzenberg and is assumed to be accurate.
- Locations of the existing PV installations were determined from the data and schematic diagrams provided. Where the location of the installation could not be determined, high level assumptions were made.
- The study only considered PV systems and did not include other forms of SSEG such as diesel generators or battery storage.
- The study focused on the MV (11kV) network and excluded LV feeders (400V).
- PV installations and inverters were modelled using standard ETAP equipment libraries and modelled on the MV/LV bus closest to the associated load, depending on level of detail in the network model.

The following limitations apply to this study:

- Load flow studies were limited to a single loading scenario and did not include simulations for peak and minimum system loading.
- PV systems were simulated at maximum active power output, at unity power factor, and were not simulated at varying power factors.

## Network Scenarios

Three network scenarios were selected for the study:

### Base Scenario – No SSEG

No SSEGs are in service and study area power is supplied fully from the intake substations.

### Scenario 1 – 15% SSEG

The combined installed capacity of SSEG is 15% of the peak load (NMD) at each of the supply areas intake points. This Scenario adopts the guidelines and SSEG limits of NRS097-2-3.

### Scenario 2 – 30% SSEG

A simplified approach was used in doubling the installed capacity of each SSEG installations in Scenario 1 to assess the impact on the network.

**Table 9: Installed SSEG capacity for network scenarios**

Supply Area	Current NMD (MVA)	Planned NMD (MVA)	Current SSEG Capacity (MVA)*	15% of planned NMD SSEG limit (MVA)**	Scenario 2 SSEG (MVA)
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Ceres	36.5	41.5	6	6.2	12.4
Wolseley	5.2	5.2	0.2	0.8	1.6
Tulbagh	4.5	4.5	0.003	0.7	1.4

\* For the study, installations where the application status was rejected or still in process were considered installed

The received network model contained two loading categories for each load in the model:

1. Design: Load in kVA is equal to the associated transformer kVA rating
2. Normal: 50% of the design load

Due to time constraints and the limitations in the way ETAP allows the user to scale loads, a single loading scenario was developed for the study by scaling down the loads to 25% of the design value. The modelled loads represent a typical afternoon when PV generation is at a maximum. Table 10 shows the modelled at each intake substation.

**Table 10: Load Flow Study Area Loads**

Substation	Modelled Load (MVA)
Kragstasie (Ceres)	8.6
Bon Chretien (Ceres)	12.6
Wolseley	2.5
Tulbagh	2.5

## SSEG Modelling

A consolidated list of Witzenberg PV applications and installations was used to model the existing PV systems on the distribution grid. Most of the current installations are in Ceres and are by bulk and agriculture consumers with a small percentage of installed capacity by residential consumers. For the study, installations smaller than 50kW were not modelled. The installed capacity of 15% for network Scenario 1 was obtained by modelling an additional 15 hypothetical PV systems at the far end of various feeders in the study area. Table 11 shows the full list of SSEG PV systems considered in the study.

**Table 11: SSEG PV Systems modelled**

Supply Area	ETAP Model Name	SSEG Name	Actual or Hypothetical	SSEG kWp installed		
				Scenario 1	Scenario 2	Not modelled
Ceres	SSEG1_CFG1	CFG	Actual	1500	3000	-
Ceres	SSEG2_CFG2	CFG	Actual	986	1972	-
Ceres	SSEG3_DTV	du Toit vrugte	Actual	550	1100	-
Ceres	SSEG6_CCS1	CCS	Actual	508	1016	-
Ceres	SSEG5_CFP	CFP	Actual	500	1000	-
Ceres	SSEG6_CCS2	CCS	Actual	400	800	-
Ceres	SSEG7_DK1-2	De Keur Sentrum (PnP)	Actual	280	560	-
Ceres	SSEG8_VG	Vadersgawe - Ian Versveld	Actual	224	447	-
Ceres	SSEG10_BF	Bella Frutta	Actual	200	400	-
Ceres	SSEG11_EL	Elrio	Actual	179	358	-
Ceres	SSEG13_OF	OAST Farming (Loxtonia)	Actual	100	200	-
Ceres	SSEG12_CFP2	CFP	Actual	100	200	-
Ceres	SSEG7_DK1-2	De Keur, Schoonvlei (CA Rooms)	Actual	75	150	-
Ceres	SSEG14_DK3-4	De Keur	Actual	75	150	-
Ceres	SSEG14_DK3-4	De Keur	Actual	70	140	-
Ceres	SSEG15_TP	Tommie Prins, Uitzicht Farm	Actual	50	100	-
Ceres	SSEG16_NC	Netcare	Actual	50	100	-
Ceres	SSEG17_PW	PJ de Wet Fruit & Cartage	Actual	48	96	-
Ceres	SSEG_BUS-1011	Eselfontein Dairy Load Bus (East)	Hypothetical	61	122	-
Ceres	SSEG_BUS-0345	Agterfonteni2 Load Bus (North East)	Hypothetical	61	122	-
Ceres	SSEG_BUS-0340	PMT Sewerage Load Bus (South Central)	Hypothetical	61	122	-
Ceres	SSEG_BUS-0478	Karee MS Load Bus (North)	Hypothetical	61	122	-
Ceres	SSEG_BUS-1023	Ideaal3 Load Bus (North West)	Hypothetical	61	122	-
Ceres	-	Bloubos Gat - Nico Bester	Actual	-	-	25
Ceres	-	Boland Stud - Eugene Freeman	Actual	-	-	25
Ceres	-	Pieter du Doit	Actual	-	-	17

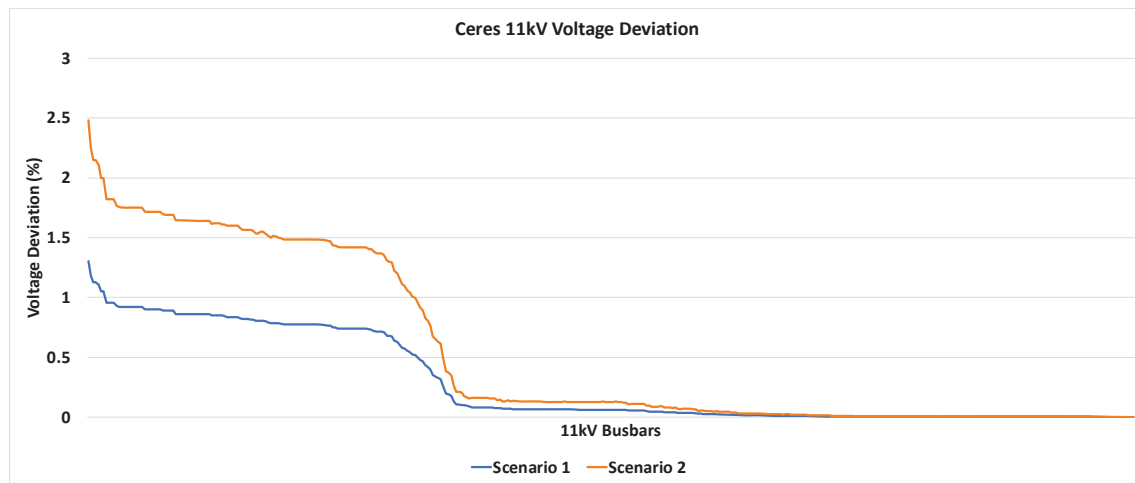
Ceres	-	Steven Versveld	Actual	-	-	17
Ceres	-	Kobus Engelbrecht	Actual	-	-	10
Ceres	-	Francis Matthee	Actual	-	-	5
Ceres	-	Anton reinecke	Actual	-	-	3
<b>Total SSEG Ceres (kW):</b>				<b>6200</b>	<b>12400</b>	<b>102</b>
Wolseley	SSEG_BUS-0072	Wolfpack	Hypothetical	160	320	-
Wolseley	SSEG_RMU_MALVA	RMU_MALVA	Hypothetical	160	320	-
Wolseley	SSEG_BUS-0025	Blomme	Hypothetical	160	320	-
Wolseley	SSEG_RMU_STAMPER	Stamper	Hypothetical	160	320	-
Wolseley	SSEG_BUS-0063	Rewinder	Hypothetical	160	320	-
Wolseley	-	Kobus Engelbrecht / Tiaan Bester / Grassroots	Actual	-	-	200
<b>Total Wolseley (kW):</b>				<b>800</b>	<b>1600</b>	<b>200</b>
Tulbagh	SSEG_BUS-0126	Tulpak	Hypothetical	140	280	-
Tulbagh	SSEG_BUS-0136	Gevangenis	Hypothetical	140	280	-
Tulbagh	SSEG_BUS-0224	TRF NO.4	Hypothetical	140	280	-
Tulbagh	SSEG_BUS-0208	Duifstraat	Hypothetical	140	280	-
Tulbagh	SSEG_RMU_PIET_RETIEF2	RMU PIET RETIEF2	Hypothetical	140	280	-
Tulbagh	-	Jean Reynaud Venter	Actual	-	-	3
<b>Total SSEG Tulbagh (kW):</b>				<b>700</b>	<b>1400</b>	<b>3</b>

## Load flow results

The impact of the SSEG penetration levels in network Scenario 1 (15%) and network Scenario 2 (30%) were analysed through steady state load flow analysis. Load flow simulations were conducted for each scenario to compare and assess the impact at varying levels of SSEG penetration.

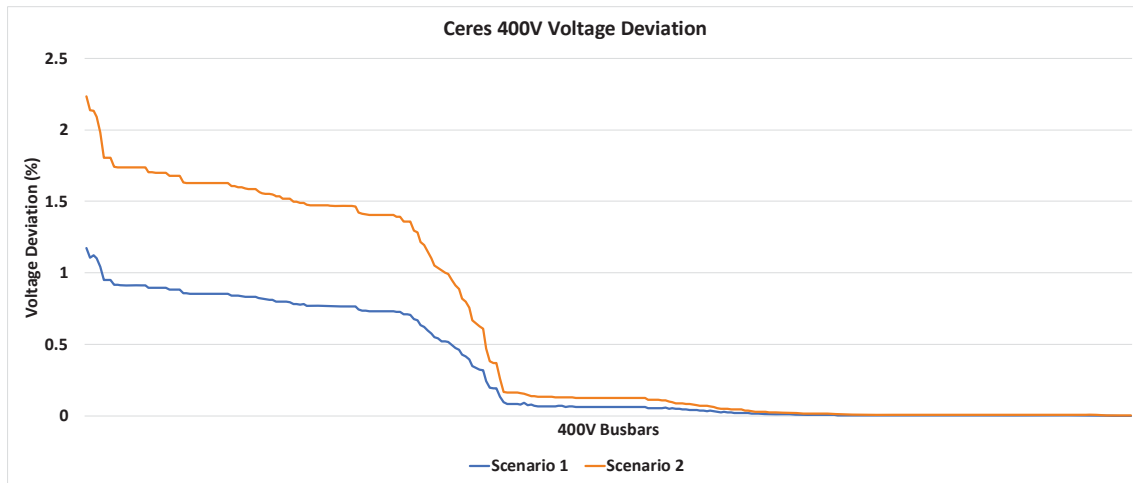
## Voltage Deviation

Voltage rise in the network was calculated by subtracting the base scenario busbar voltage magnitude from the Scenario 1 and Scenario 2 busbar voltage magnitude. Figure 6 shows the percentage voltage deviation observed on Ceres area 11 kV (MV) busbars. In the figure, the voltage deviation is sorted from highest to lowest, left to right.



**Figure 6: Ceres 11kV Voltage Deviation**

Figure 7 shows the percentage voltage deviation observed on Ceres area 400 V (LV) busbars. In the figure, the voltage deviation is sorted from highest to lowest, left to right.



**Figure 7: Ceres 400V Voltage Deviation**

As seen in Figure 6 and Figure 7, most of the busbar voltage deviation observed is below 1% for Scenario 1 (15% SSEG) and below 2% for Scenario 2 (30% SSEG).

For Wolseley and Tulbagh, a similar approach was used to calculate voltage deviation on the 11 kV and 400 V busbars. The results showed much smaller deviations compared to Ceres. Table 12 summarizes voltage deviation results in each area for Scenario 1 and Scenario 2.

**Table 12: Voltage Deviation results**

Supply Area	11kV Voltage Deviation				400V Voltage Deviation			
	Highest Deviation (%)		Average Deviation (%)		Highest Deviation (%)		Average Deviation (%)	
	Scenario 1	Scenario 2	Scenario 1	Scenario 2	Scenario 1	Scenario 2	Scenario 1	Scenario 2
Ceres	1.31	2.48	0.29	0.55	1.18	2.23	0.31	0.60
Wolseley	0.07	0.14	0.02	0.05	0.05	0.09	0.03	0.05
Tulbagh	0.11	0.21	0.06	0.11	0.11	0.21	0.06	0.12

The voltage deviation results observed in Ceres show that for Scenario 2, there are a significant number of busbars that exceed the 1% voltage deviation criteria for LV busbars given in Table 8. The worst affected busbars were observed at distances further away from the intake points.

For Wolseley and Tulbagh, the low voltage deviation observed can be attributed to a healthy base scenario voltage regulation and the fact that PV systems were modelled with unity power factor.

## Fault Levels

Fault level increase as a result of the SSEG penetration levels in Scenario 1 (15% SSEG) and Scenario 2 (30% SSEG) was calculated at each 11kV busbar by subtracting the Scenario 1 and Scenario 2 fault levels at each 11kV busbar from the base Scenario fault level at the busbar. Faults were applied only to MV buses in the system and calculated using the IEC method. Table 13 summarizes the maximum three phase fault level increases in each area for Scenario 1 and Scenario 2.

**Table 13: Three Phase Fault Level Increase**

Supply Area	Highest 11kV Fault Level Increase (A)	
	Scenario 1	Scenario 2
Ceres	82.7	197.9
Wolseley	8.1	15.5
Tulbagh	7.7	15.6

The high fault levels observed in Scenario 2 in Ceres can possibly be attributed to high transformer overloads which were observed on the hypothetical PV systems modelled on 400V busbars in Ceres. In reality, these overloads will not occur because the modelling assumed lumped PV system modelled at a single busbar where in reality the PV systems would be in smaller sizes and distributed along the feeder.

## Network Losses

Network losses in the system were calculated in each supply area for each Scenario and the results summarized in Table 14 below:

**Table 14: Network Losses**

Supply Area	Network Losses		
	S0	S1	S2
	kW	kW	kW
Ceres	172.2	141.9	122.2
Wolseley	7.9	6.7	6.1
Tulbagh	14.2	11.9	10.4

The results show a decrease in network losses for increased levels of SSEG in the network.

## Reverse Power Flow

The likelihood of reverse power flow into the MV feeder source (intake substations) was assessed by comparing typical solar generation profiles of the total installed SSEG capacity (PV Systems) modelled in Scenario 1 and Scenario 2 to the load profiles in each supply area. A typical low load day was selected for the comparison. Figure 8, Figure 9, and Figure 10 show the load profiles versus the PV generation profiles for Ceres, Wolseley, and Tulbagh. The PV generation profiles in the figures represent typical PV profiles, and were not based on actual site conditions (solar irradiance levels) in the study area. The load profiles were selected for a typical low load day and do not represent the study area 'absolute' minimum loads. The graphs show that there is a significant chance of reverse power flow into the MV feeder source (intake substations) for Scenario 2 (30% SSEG), especially in Ceres and Wolseley and during low loading conditions.

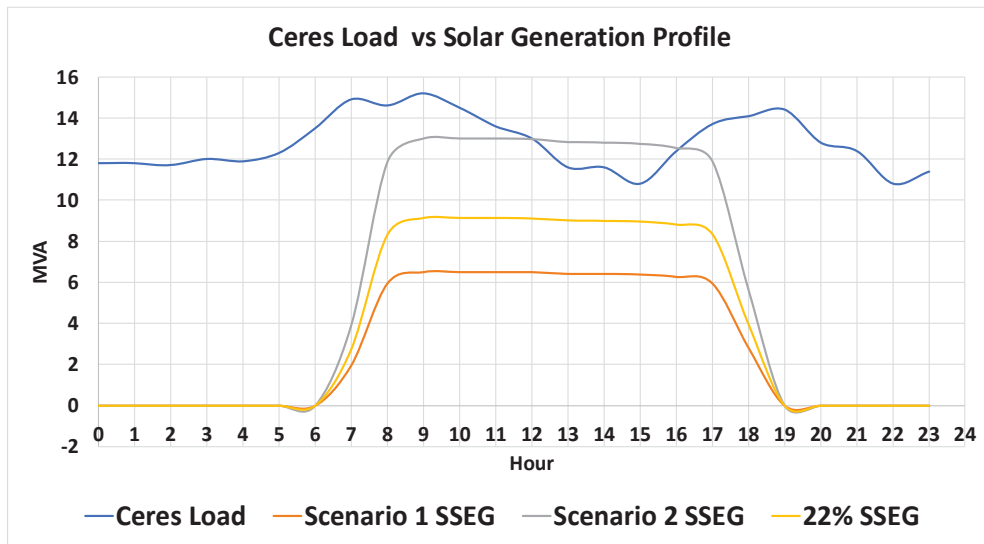


Figure 8: Ceres Load vs PV Generation Profile

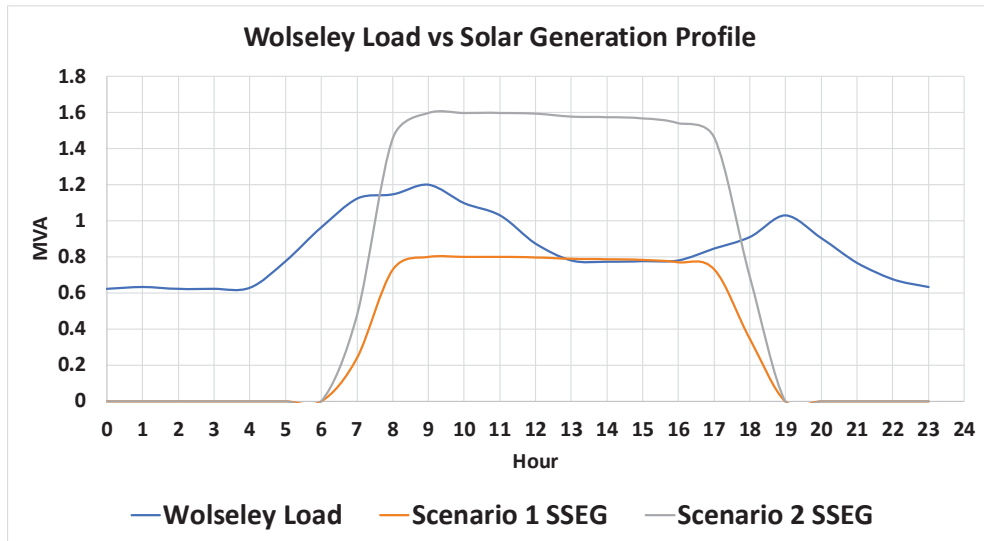


Figure 9: Wolseley Load vs PV Generation Profile

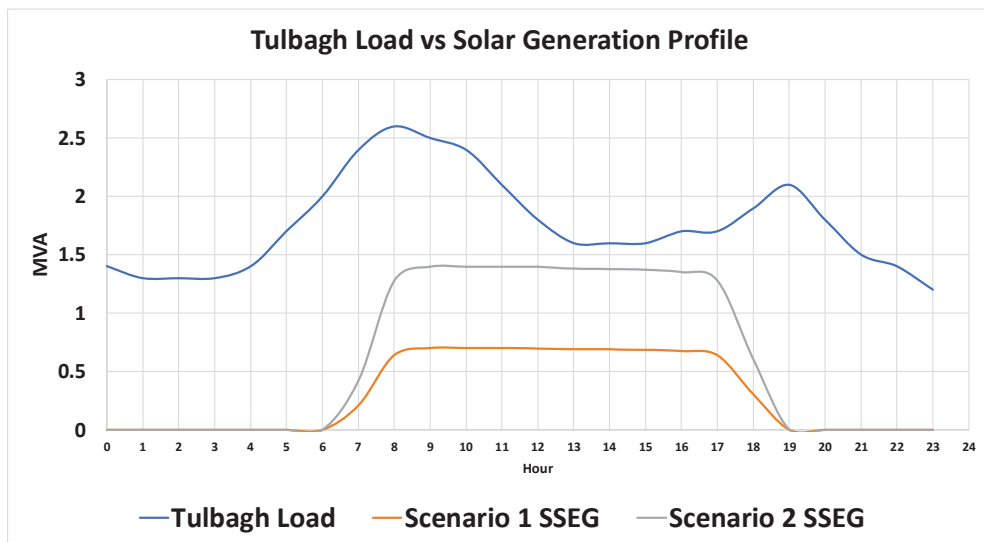


Figure 10: Tulbagh Load vs PV Generation Profile

## Conclusions and Recommendations

The study results show the technical impacts of varying levels of SSEG on the voltage regulation, fault levels and chance of reverse power flow into intake substations in the Witzenberg distribution network. The study highlighted the impact of increasing the installed capacity of SSEG beyond the 15% of NMD by analysing two network scenarios with different levels of installed capacity of SSEG.

Scenario 1: installed capacity of SSEG is **15% of the peak load** (NMD) at each of the supply areas

Scenario 2: installed capacity of SSEG is **30% of the peak load** (NMD) at each of the supply areas

### 1. Voltage rise in the network

The study results show that in Ceres, voltage rise on the MV and LV busbars were limited to 1% for Scenario 1 and 2% in Scenario 2. In Wolseley and Tulbagh, voltage rise caused by Scenario 1 and Scenario 2 SSEG limits were below 1%.

### 2. Thermal loading

Thermal overloading of lines and transformers were not observed in this study. A few transformers were observed to overload at points of connection where lumped, hypothetical PV systems were modelled. These overloads will not occur in reality as generation will rarely exceed the load at a given connection point and PV systems will be sized to minimize the magnitude of this exceedance.

### 3. Network Losses

The study results show a decrease in network losses for both Scenario 1 and Scenario 2.

### 4. Fault level contribution

The impact on fault levels in the system were calculated for Scenario 1 and Scenario 2. Although fault levels were higher in Scenario 2, the fault level increase calculated in this study is will not require reconfiguration of existing protection relays.

### 5. Reverse power flow

Reverse power flow into the intake points were not observed for any of the any of the three network Scenarios in the load flow simulation study. When considering the study area minimum loads, there is a high probability of reverse power flow in Scenario 2 and a lower probability in Scenario 1.

### 6. Witzenberg SSEG Capacity

Voltage rise results from the load flow study show a significant number of busbars, further away from the intake points, that violate the 1% voltage rise criteria limit from in Scenario 2 (30% SSEG). It should be noted that the approach used in this study for Scenario 2 was to double the installed capacity of each SSEG installations in Scenario 1 to assess the impact on the network. The effect of voltage rise on the network is greater when the generation output from a PV system exceeds the associated load which was indeed the (unrealistic) case in most of the PV systems in Scenario 2. In order to make reasonable conclusions about the effect of increased levels of SSEG penetration levels on the distribution network, the study should be conducted with realistic sizes of SSEG modelled instead if the hypothetical generators modelled in this study.

The study shows that during low load conditions and Scenario 2 (30% SSEG), there is significant chance of reverse power flow into MV intake point sources. Reverse power flow into the intake substations represents conditions in which no power is drawn from the grid and the area is supplied completely from embedded generation. This scenario should be avoided as it generally requires isolation from the grid supply (intake points). Table 15 summarises the potential risk of reverse power flow into the intake substations for each supply area and for Scenario 1 and Scenario 2.

**Table 15: Risk of Reverse Power Flow into Intake Substations**

Supply Area	Limiting Criteria	Scenario 1 (15% SSEG)	Scenario 2 (30% SSEG)
Ceres	Reverse Power flow into intake substations	No problem	High Risk
Wolseley		Medium Risk	High Risk
Tulbagh		No problem	High Risk

Based on the results from this study, SSEG capacity limits shown in Table 16 below are proposed in each supply area. The limits are calculated based on the current policy of Witzenberg which limits the total installed capacity of SSEG to 15% of Witzenberg municipalities NMD for each supply area. For Ceres, the planned NMD is used in the calculation of the SSEG limit. At the proposed limits in Table 16, reverse power flow into the intake substations and any of the other negative technical impacts mentioned in this report are low, except for reverse power flow in Wolseley for the 15% limit.

**Table 16: SSEG limits per Supply Area**

Supply Area	SSEG limit (MVA)
Ceres	6.225
Wolseley	0.78
Tulbagh	0.675

## 7. Future SSEG technical impact studies

Future SSEG technical impact studies should include the following:

- Studies at minimum and maximum loading conditions
- Studies with transformer tap changer parameters and settings
- Studies with PV systems operating at different power factors
- Studies to determine possible network upgrades that reduce the effect of voltage rise on the network caused by SSEG
- Studies on the LV feeders
- Fault level studies on the LV network
- PV systems modelled with actual equipment parameters instead of generic parameters used in this study
- Generation output meter data of existing PV systems in the study area
- PV systems modelled at the correct locations, at the correct voltage level instead of the lumped hypothetical systems modelled in this study
- PV generation profiles should be modelled and assessed based on actual solar irradiance levels of the study area to better understand the impact on the network load profiles
- Other forms of embedded generation in the network such as diesel generators and battery storage systems

## Estimated Solar PV Energy Output

The estimated energy generated per annum of the existing and anticipated penetration levels of SSEG in the network is shown in Table 17 and was calculated based on the following assumptions:

- All existing and future SSEG installations are Solar PV type

- Global Horizontal Irradiation (GHI) data for the three supply areas are (Solargis data):
  - Ceres: 1796 kWh / sqm
  - Tulbagh: 1984 kWh / sqm
  - Wolseley: 1979 kWh / sqm
- Gain from tilt in solar panels = 7%
- Performance ratio (including all system losses) = 82 %
- Anticipated penetration levels are based on the current policy at Witzenberg which limits the total installed capacity of SSEG to 15% of the NMD for each supply area

**Table 17: Current and Anticipated SSEG Installation Capacity and Energy Generated per annum**

Supply Area	Installed capacity (kWp)		Estimated Generated Energy (kWh per annum)	
	Current Installations	Anticipated Penetration (15% SSEG)	Current Installations	Anticipated Penetration (15% SSEG)
Ceres	4124	6225	6,498,343	9,809,420
Wolseley	200	780	348,152	1,357,794
Tulbagh	5	675	7,987	1,172,053
<b>Total</b>	<b>4328</b>	<b>7680</b>	<b>6,854,482</b>	<b>12,339,267</b>

## SSEG Plant and Energy Storage

An investigation into the feasibility of a municipality owned solar PV plant with the primary goal to reduce the impact of financial penalties incurred for exceeding the NMD was conducted. Bon Chretien substation intake point in Ceres is currently affected the most by the NMD exceedances and it was therefore decided to limit the investigation to the Ceres area. Table 18 below summarises the NMD exceedance over the last three years in Ceres.

**Table 18: NMD and Actual MD in Ceres**

Year	Ceres		Bon Chretien		Kragstasie	
	NMD	Actual MD	NMD	Actual MD	NMD	Actual MD
2019	36.5	36.4	22.0	24.2	14.5	14.0
2020		39.4		25.7		15.0
2021		37.0		31.0		14.6

NMD exceedance was observed typically during the evening when Solar PV generation is low. Figure 11 shows a typical daily load profile of Ceres for a high demand day. In the figure, the NMD is shown with a horizontal orange line. As shown in Figure 11, the NMD is exceeded by 2.2 MVA (38.7 - 36.5 MVA).

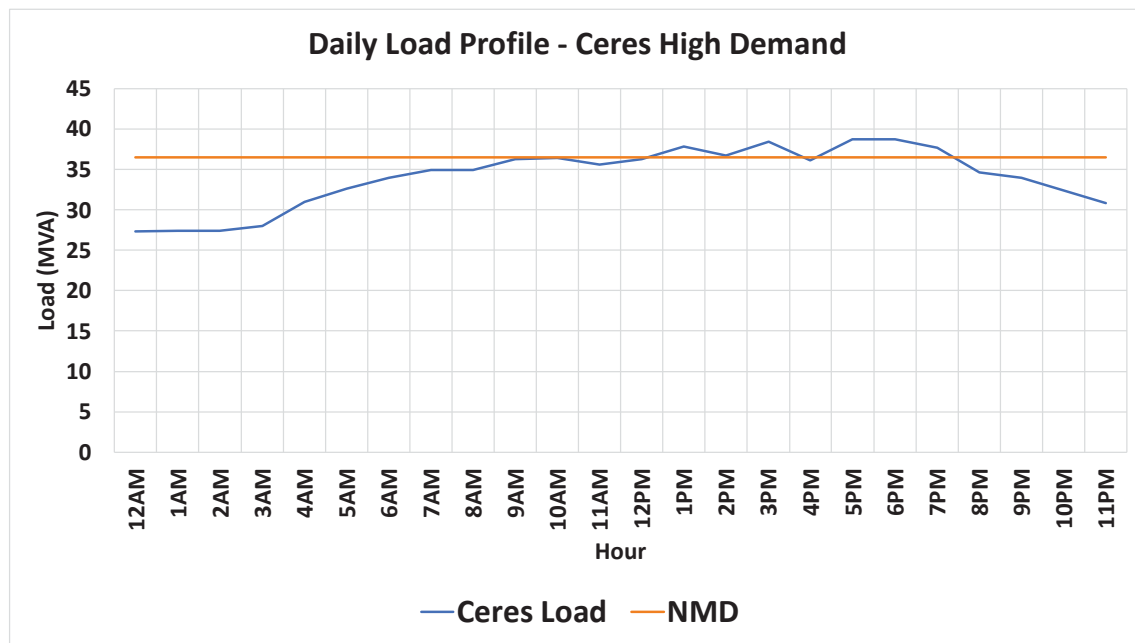


Figure 11: Ceres High Demand Daily Load Profile

A high-level approach was used in determining the system size requirements for the Solar PV plant and Battery Energy Storage System (BESS). The rated power capacity of the battery system should be large enough to reduce the evening peak demand when Solar PV generation is zero. Based on the values in Table 18 and Figure 11, a storage system between 2 MVA and 5MVA is sufficient to reduce the evening peak below the NMD. High level estimates of the capital costs, land requirements and technical requirements associated with the evacuation of generated power into the existing network were considered in determining the size of the Solar PV plant. Table 19 lists two design options that were considered in the investigation and the associated system sizing:

Table 19: Solar PV Plant and BESS Options

Solar PV Plant and BESS	Size
Option 1	10 MVA Solar PV with 2.5 MVA 7.5 MVAh BESS
Option2	15 MVA Solar PV with 3.5 MVA 10.5 MVAh BESS

Figure 12 and Figure 13 show the resultant load profile for the high demand day for Option 1 and Option 2 of the proposed Solar PV plant and BESS. The new demand seen at the intake substations is shown by the green line. As seen in the figures, solar energy from plant is used to charge the battery during the day. In the evening, the battery discharges to reduce the demand. Both options show that the demand can be reduced to below the NMD for Ceres. The solar PV generation profiles in the figures represent generic curves of typical generation output. Generation profiles vary on a daily and seasonal basis depending on the variation in solar radiation. Rainy or cloudy days are also expected with no solar PV generation. To prevent NMD exceedances on such days, other forms of generator and storage technologies such as diesel or gas generators may be considered.

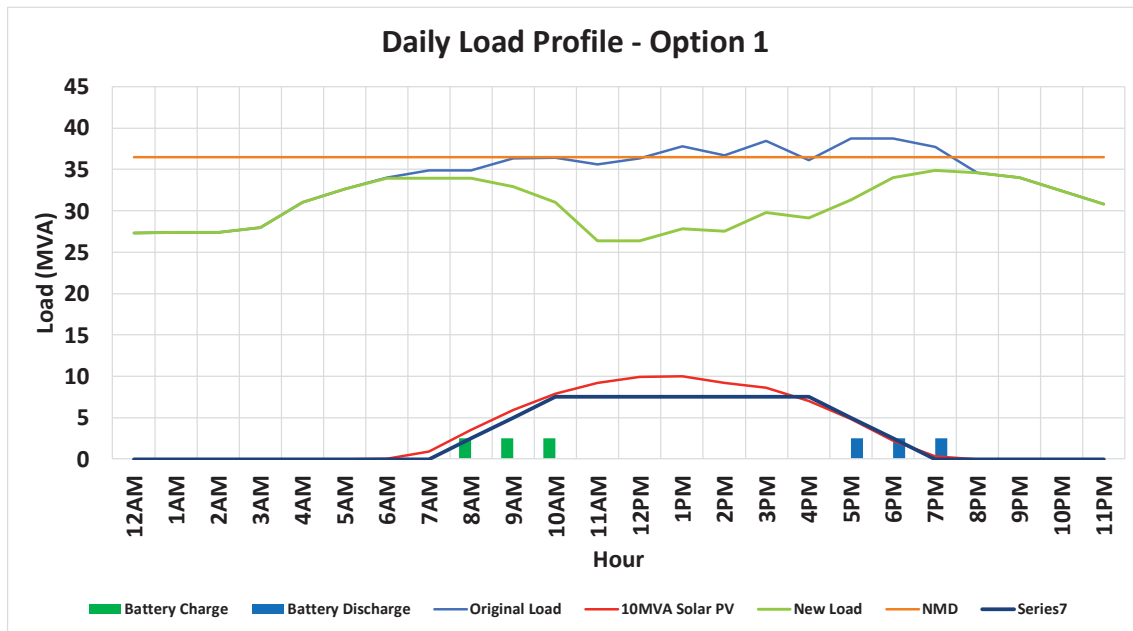


Figure 12: Ceres High Demand Daily Load Profile – Option 1

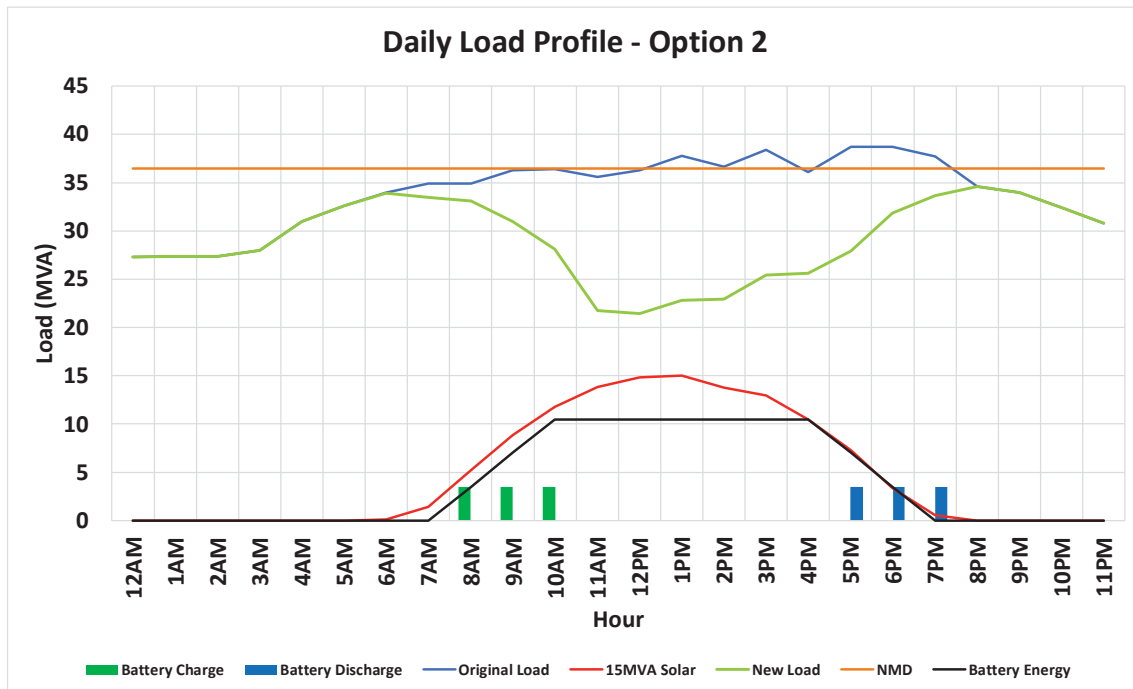


Figure 13: Ceres High Demand Daily Load Profile - Option 2

## Financial review of Required Revenue

### Introduction

Although rapid small-scale embedded generation (SSEG) adoption has the potential to benefit municipalities by lowering electricity costs and reducing technical losses, many municipalities have legitimate concerns about how these systems will affect their networks/technical operations, as well as electricity-related revenue. To address and mitigate any adverse impacts caused by SSEG installations appropriate regulations and tariffs are required. Understanding the cost of supply provides a foundation for determining tariffs and should be the starting point of assessing the short medium- and long-term requirements for municipal revenue.

As Witzenberg Local Municipality has not compiled a cost of supply study, this report only focusses on the potential impact of SSEG installation on the revenue requirement and not the cost or structure of existing tariffs. As such it is recommended that a formal cost of supply and tariff setting study is performed to refine the results in this report as well as the proposed tariffs Interim SSEG tariff and implication assessment report (Aurecon, 2020).

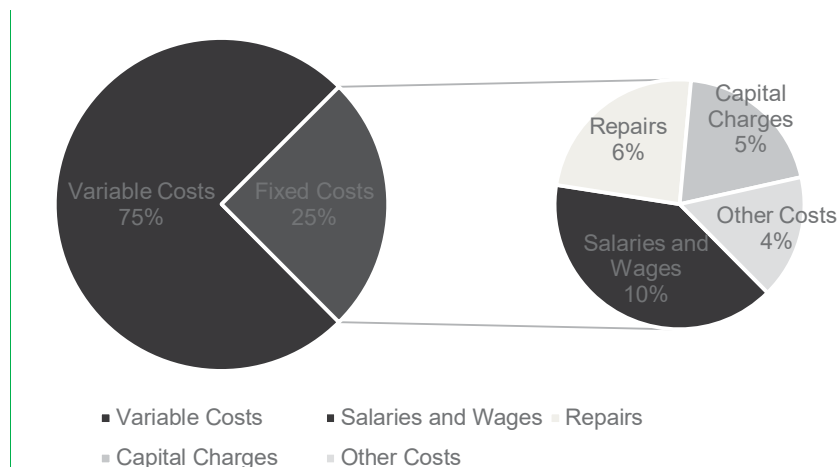
The purpose of this section is to:

- Describe the effects of renewable energy installations on Municipal sustainability.
- Assess the sustainability of providing energy over a 10-year period.
- Discuss the effect on revenue considering the SSEG tariff vs. doing nothing.
- Review the proposed REFIT tariff; and
- Discuss any possible revenue loss/gain.

### Methodology

#### Structure of SSEG tariffs

South African electricity pricing policy indicates that economic efficiency/cost reflectivity should be the foundation of rate setting. Electricity tariffs need to cover the costs of supplying the related energy and should be constructed by considering the underlying costs. The typical cost structure for South African municipalities is determined by NERSA, depicted in Figure 14, and is compiled from a survey performed on the annual D-Forms.



**Figure 14: Average municipal cost structure**

The cost structure includes a variable portion (mostly related to energy and vary with the quantity of energy sold) and a fixed portion (stable monthly or annual costs).

SSEG tariffs typically have three components: a fixed charge, an import tariff and an export tariff:

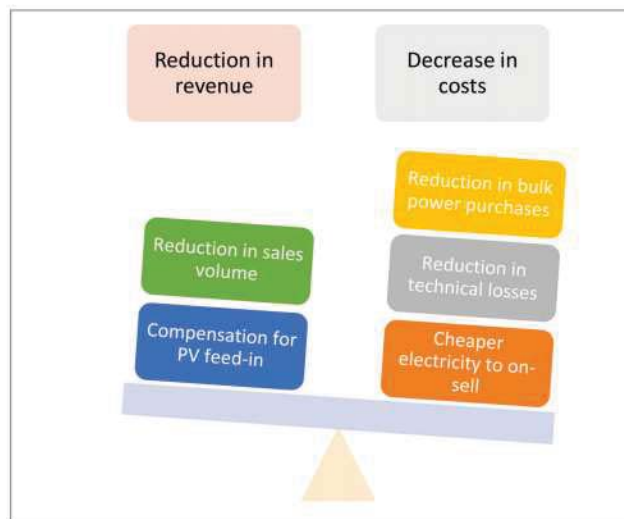
- The fixed charge covers the demand- and customer-based costs of providing a grid connection to the SSEG customer. Because most SSEG customers remain connected to the grid and continue to draw electricity from the grid at certain times of day, the grid must still be operated and maintained. It is thus important that SSEG customers pay a fixed charge to cover the costs of operating and maintaining the grid. GreenCape (2016) recommend that the fixed charges for a SSEG customer are the same as for non-SSEG customers. The inclusion of a fixed charge in an electricity tariff is vitally important in an environment where SSEG uptake is growing as this ensures that a municipality continues to generate revenue to operate and maintain the grid.
- The import tariff is the consumption-based tariff that a SSEG customer pays to the municipality for the electricity that it draws from the grid. This can be at the same level as the consumption-based charge for non-SSEG customers.
- The export tariff is sometimes referred to as a Feed In Tariff (FIT). This is the tariff that the municipality pays to the customer for electricity that the customer feeds back into the grid from its SSEG system.

When revenue recovery is based on a single volumetric charge (excluding a fixed cost), SSEG customers tend to contribute disproportionately compared to customers with a conventional connection. A fixed charge is typically introduced in the SSEG tariff structure to ensure the required contribution is adequate.

The Interim SSEG tariff and implication assessment report (Aurecon, 2020) considered the following:

- An average tariff (for peak, standard and off-peak energy charges) was used to estimate the total customer charge;
- A flat Feed-In-Tariff of R0.50 / kWh (including VAT) across customers was assumed, as per the recommended NERSA guidelines.
- A fixed charge based on customer type (R 1200 per month for TOU or bulk users, R 600 for commercial customers and R 50 for residential customers).

SSEG installations can affect a municipality's revenue in a number of ways. Figure 15, below, shows the basic architecture of the revenue impact of the model. Revenue is reduced in two ways: reduced sales volume to SSEG customers and compensating these customers for the electricity that is fed onto the grid. At the same time the municipality's costs decrease because of (i) a reduction in bulk power purchases from Eskom, (ii) a reduction in technical losses from these purchases, and (iii) cheaper electricity from SSEG customers can be on-sold to other customers with a slightly higher profit margin than from the bulk purchases.



**Figure 15: Factors affecting municipal revenue with the installation of solar PV**

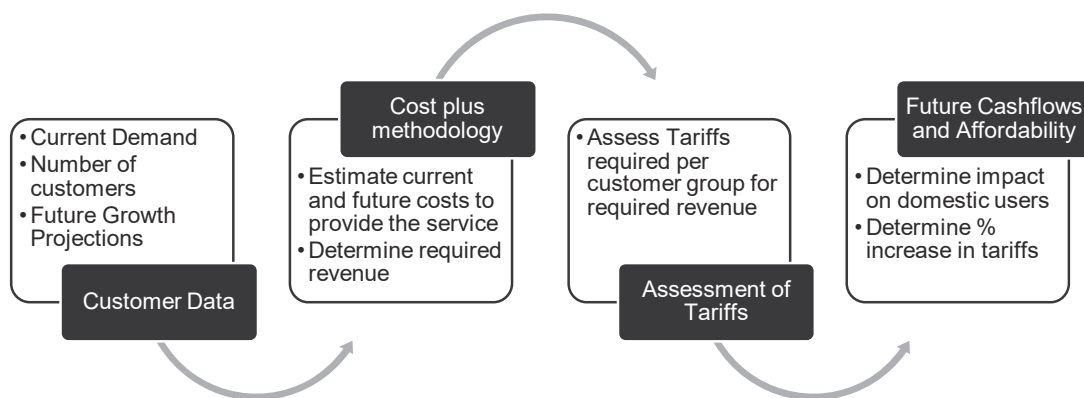
**Source: SALGA / GIZ SSEG Impact Model Guidelines**

When setting tariffs, it is important to balance cost recovery for services and utility sustainability with fair grid access and affordable tariffs. These are key objectives of South Africa's energy sector, as highlighted in the White Paper on Energy Policy (1998) and the Electricity Pricing Policy (2008). Therefore, it is vital to understand the impact of SSEG tariffs on a customer's electricity bill.

Experience suggests that if the tariffs are too unattractive, frustrated customers will be driven to invest in off-grid solutions or connect their SSEG installations illegally. To consider the customer's perspective, the Interim SSEG tariff and implication assessment report (Aurecon, 2020) indicates how favourable the customer's business case is to install solar PV under the proposed SSEG tariffs by calculating the payback period of the solar PV installation – i.e., the time it takes the savings on the customer's monthly electricity bill to recover the initial cost of the installation.

To develop a view on the impact on municipal revenue the approach adopted in this section has been segmented into an assessment of:

- 1) Customer information, sourced from Witzenberg Local Municipality, used as the baseline information for the assessment, including demand per customer group, number of customers per group, growth/decline in demand as per historic trends etc.
- 2) The required revenue per annum, based on the cost-plus methodology and used to determine the required revenue (adjusted for an appropriate surplus) as per the National Energy Regulator of South Africa's (NERSA) Cost of Supply Framework;
- 3) The required tariffs, and annual increases, per customer group to address the revenue requirement; and
- 4) The impact on affordability by assessing a typical monthly electricity bill and assessment of the impact on tariff increases versus the anticipated baseline increase in energy costs.



## Customer Data

The monthly energy statistics including customer type, number of customers and total consumption were provided by Witzenberg Local Municipality. A summary of the customer information is provided in Table 20.

**Table 20 Customer Information**

Customer Number	Customer Category	Customer Name	Descriptor	Number of Customers	Demand (kWh)
C1	Commercial	1 Phase	150A	2	236 993
C2	Commercial	1 Phase	20A	6	72 582
C3	Commercial	1 Phase	40A	34	701 235
C4	Commercial	1 Phase	60A	8	375 192
C5	Commercial	1 Phase	80A	8	179 823
C6	Commercial	3 Phase	100A	55	3 427 989
C7	Commercial	3 Phase	150A	63	3 952 313
C8	Commercial	3 Phase	200A	20	1 245 562
C9	Commercial	3 Phase	20A	2	122 295
C10	Commercial	3 Phase	250A	30	1 957 094
C11	Commercial	3 Phase	30A	1	11 594
C12	Commercial	3 Phase	40A	5	257 696
C13	Commercial	3 Phase	60A	33	1 971 066
C14	Commercial	3 Phase	80A	33	2 021 050
C15	district	(blank)	< 1000	30	1 401 989
C16	district	(blank)	> 1000	127	5 984 485
C17	Domestic	1 Phase		1 372	10 118 181
C18	Domestic	3 Phase		83	2 454 414
C19	Normaal < 1 MVA Hoogspanning	Normaal < 1 MVA Hoogspanning		6	7 819 230
C20	Normaal Laagspanning	Normaal Laagspanning		39	12 453 669
C21	Sport	sport		8	62 087
C22	streetlight	streetlight		84	2 471 495
C23	Tyd - Laagspanning	Tyd - Laagspanning		2	1 927 989

Customer Number	Customer Category	Customer Name	Descriptor	Number of Customers	Demand (kWh)
C24	Tyd < 1 MVA Hoogspanning	Tyd < 1 MVA Hoogspanning		6	8 826 746
C25	Tyd > 1 MVA Hoogspanning	Tyd > 1 MVA Hoogspanning		6	74 144 219
C26	Prepaid	Prepaid		10 624	33 499 225
	Total			12 687	177 696 212

## Cost plus methodology to determine required revenue

The Cost Plus methodology determines the revenue requirement by allowing the municipality to recover the total cost to supply electricity, including a reasonable margin that is represented by a percentage surplus. The methodology is depicted in Table 21, and considers:

- purchases [this includes purchases from Eskom, Independent Power Producers (IPPs), own generation and other sources];
- operating costs;
- repairs and maintenance;
- depreciation/amortisation of refurbishment and capital costs;
- interest on loans; and
- shared costs.

The cost plus methodology is summarised in Table 21, with detail pertaining to the subsections listed below.

**Table 21: Approach to the Cost Plus Methodology**

<b>Total Required Purchases (kWh)</b>				<b>X</b>
<b>(a)</b> Sales forecast (Expected sales to customers)				
<b>(b)</b> Electricity purchased for own use				
<b>(c)</b> Street lighting				<b>X</b>
<b>(d) = (a) + (b) + (c)</b> Total sales forecast				<b>X</b>
<b>(e)</b> Allowable loss factor (Represents a percentage energy loss of 10%) <sup>2</sup>				<b>1.10</b>
<b>(f) = (d) x (e)</b> Required purchases				<b>xx</b>
<b>Sources of Electricity Purchases</b>	<b>(g) Volume (kWh)</b>	<b>(h) Weight (%)</b>	<b>(i)= (j) / (g) Average Purchase Price(c/kWh)</b>	<b>(j} = (g) X (i) Total Cost (R)</b>
Purchases from Eskom				<b>X</b>
Purchases from IPPs				<b>X</b>
Own Generation				<b>X</b>
Purchases - Other options				<b>X</b>
Total		<b>100%</b>		<b>xx</b>
<b>Add other costs</b>				
Operating expenditure				<b>X</b>
Shared costs				

Depreciation/amortisation of refurbishment and capital costs	X
Interest on loans	X
	X
<b>(k)</b> Total costs before Repairs and Maintenance (R&M) costs	xx
<b>(l) = (k) x 6%</b> Repairs and Maintenance costs at 6% of total costs before R&M	X
<b>(m) = (k) + (l)</b> Total costs before surplus	xx
<b>(n) = (m) + 15%</b> Add surplus allowable	15%
<b>(o) = (m) + (n)</b> Total Allowable Revenue	xxx
<b>(p) = (o) / (f)</b> Average selling price	X
<b>(q)</b> Previous year price	X
<b>(w) = (p) / (q) - 1 x 100</b> Average percentage price increase	X ¾

### Purchases

This takes into account purchases from Eskom, IPPs, other sources and own generation. The forecast purchases include street lighting electricity, own use electricity and the allowable loss factor. The allowable loss factor is defined as 10% of total anticipated purchases (refer to Table 21 above). This represents a 10% energy loss as per current NERSA benchmarks. The tolerable range for energy losses is 5-12%.

The forecast purchases are weighed against the percentage contribution of each source of electricity to arrive at the average purchase price (APP) and consequently, the total purchase cost of a licensee.

### Operational expenditure

Allowable expenses relate to all expenses that are incurred in the production and supply of electricity. These costs include normal operating expenditures such as manpower or labour costs and overheads (centrally administrative and general expenses allocated) that are normally recovered within one financial year but excludes refurbishment costs that must be capitalised.

The anticipated operational requirement has been based on the Interim SSEG tariff and implication assessment (Aurecon, 2020).

### Depreciation

- Depreciation shall be based on the straight-line method of depreciation and on the expected useful life of the assets.

### Repairs and maintenance

A minimum of 6% of total cost (before profit margin) is allowed for repairs and maintenance.

### Margin

After total costs have been ascertained, the revenue requirement will be determined by adding a profit margin. The margin is represented by the surplus to be earned by the licensee. The surplus is determined by the Energy Regulator after taking into account the peculiar circumstances of each licensee. Currently, the Energy Regulator uses a tolerable range of 10-20% and a target of 15% on the percentage surplus.

### Benchmarks

NERSA has a series of financial benchmarks that suggests municipalities should operate within to maintain a sustainable and efficient energy business. The financial benchmarks shown in Table 22 formed the basis to determine the financial sustainability of Witzenberg's electrical services.

**Table 22: NERSA financial benchmarks for municipalities**

	Benchmark <sup>1</sup>	Acceptable Range
Percentage Power Cost	75%	58% – 78%
Percentage Surplus	15%	10% – 20%
System Losses	10%	10% – 12%
Average Sales Price to Average Purchase Price Ratio	1:1.58	1:1.58 – 1.62
Repairs & Maintenance	Minimum of 6%	
Debt Collection Rate	95%	85% – 100%
Gross Profit Margin	58%	58% – 62%
Net Profit Margin	15%	10% – 20%

## Assessment of tariff increases

The methodology and accompanying tool outline a simple process for calculating municipal tariffs, which comprises the following key steps:

1. Determine a basic cost of supply for each service as a whole
2. Determine the revenue requirement for each service as whole
3. Assess the customer mix and allow for growth in number of customers and volumes sold
4. Determine the average unit cost per customer category
5. Determine the revenue requirement per customer category
6. Select a tariff structures and calculate the tariffs

### Determine the cost per customer group

In this methodology, determining the cost per customer group is a simple process of allocating direct and indirect costs to different customers based on consumption.

### Determine the revenue requirement

After determining the basic cost per customer group, the required revenue was determined using the cost plus methodology.

The Municipal Fiscal Powers and Functions Act Number 12 of 2007 allows municipalities to levy a surcharge on tariffs in appropriate circumstances. This is a “charge in excess of the municipal base tariff that the municipality may impose on fees for a service provided by or on behalf of the municipality”. Consequently, the municipality would generate a surplus on its budget. For electricity, the NERSA tariff guidelines and benchmarks recommends a surplus of 15% (NERSA, 2019: 15).

### Assess the customer mix and allow for growth

There are three types of data that may be important in setting tariffs for customers. These are data on:

- the volumes of service sold to each customer category,
- the demand for services by each customer category, and
- the total number of customers in each category.

Tariffs are set for a financial budget year but data on volumes sold, demand and number of customers will be actual data based on a current or previous financial year. Therefore, the sales volumes,

<sup>1</sup> Adapted from municipal tariff guideline increase, benchmarks and proposed timelines for municipal tariff approval process

number of customers, and demand for services data were adjusted upwards to reflect anticipated sales volumes, customer numbers and demand for the forecast period.

#### **Determine the average unit cost per customer category**

After the total cost was calculated and the customer mix assessed, the average unit cost per customer category was determined.

Variable costs were allocated between customer categories based on the volume of a service sold to that category. This was based on the kWh sold per respective customer category.

For this assessment the total volume of energy sales in kWhs for different customer categories was used to allocate fixed costs.

#### **Calculating the average unit cost per customer category**

Unit costs are calculated in order to provide a basis for comparing tariffs levied to unit costs.

The average fixed cost of a single unit per customer category is calculated by dividing the total fixed cost per customer category by the total number of customers in each category. Average variable costs per customer category are calculated by dividing total variable costs per category by total volumes sold to each category.

#### **Determine the revenue requirement per customer category**

The revenue requirement per customer category is calculated by allocating non-tariff revenue sources, deficits and surpluses between customer categories to determine the revenue required per customer category.

Although there is a need to allocate non-tariff revenue sources between customer categories, the effect of non-tariff related revenues have been omitted for this study. Recall that non-tariff revenue sources include operating grants and subsidies, property rates, other income sources, and non-tariff service charges and have been kept constant to assess the impact of the tariff alone.

Operating grants and subsidies are typically allocated to any customer category that has been defined as indigent or lifeline. This will reduce the revenue required from that customer category and thus lower the tariff. No allowance has been made for lifeline or indigent customers as the electrical statistics received did not delineate between residential customers and indigents.

#### **Select a tariff structure and calculate the tariffs per customer group**

Fixed charges are unrelated to the amount of service sold to the customer. Fixed charges may be levied on various bases, for example per customer or per demand. Fixed charges are the simplest tariff structure. They are a mechanism for recovering the fixed costs of providing a service (customer or demand costs) but not very effective at recovering variable costs.

In the current environment, with sales of electricity declining, including a fixed charge in a tariff structure to cover at least a portion of the fixed costs of providing the service is increasingly regarded as best practice. Ideally, the fixed charge should cover 100% of the fixed costs. However, this may result in a fixed charge that is unaffordable to poor households. As a result, there may be a need to reduce the fixed charge in order to manage the potential regressive impacts on poor households. The energy demand has been used in this study to assign costs to a specific customer group.

Consumption-based tariffs are levied per unit that the customer consumes. Consumption-based tariffs are considered equitable because a customer who uses more of a service will pay more for the service.

The current tariff structure (including fixed and variable charges) has been used as the starting point of this assessment.

Table 23 Average Cost Tariff Applied per Customer Group

ID	Tariff Group	Tariff Name	Descriptor	Basic Charge Per Month (R/month)	Block 1 (R/kWh)	Block 2 (R/kWh)
C1	Commercial	1 Phase	150A	1 393.44	2.11	
C2	Commercial	1 Phase	20A	442.55	2.11	
C3	Commercial	1 Phase	40A	809.38	2.11	
C4	Commercial	1 Phase	60A	976.51	2.11	
C5	Commercial	1 Phase	80A	977.86	2.11	
C6	Commercial	3 Phase	100A	2 205.37	1.87	
C7	Commercial	3 Phase	150A	2 705.85	1.87	
C8	Commercial	3 Phase	200A	3 233.08	1.87	
C9	Commercial	3 Phase	20A	1 421.25	1.87	
C10	Commercial	3 Phase	250A	3 304.35	1.87	
C11	Commercial	3 Phase	30A	1 594.19	1.87	
C12	Commercial	3 Phase	40A	1 594.19	1.87	
C13	Commercial	3 Phase	60A	1 703.41	1.87	
C14	Commercial	3 Phase	80A	1 822.23	1.87	
C15	district	(blank)	< 1000	693.41	1.84	
C16	district	(blank)	> 1000	1371.12	1.84	
C17	Domestic	1 Phase		0	1.85	3.10
C18	Domestic	3 Phase		0	1.05	1.51
C19	Normaal < 1 MVA Hoogspanning	Normaal < 1 MVA Hoogspanning		11257.72	1.17	
C20	Normaal Laagspanning	Normaal Laagspanning		9158.15	1.27	
C21	Sport	sport		0	2.47	
C22	streetlight	streetlight		0	2.07	
C23	Tyd - Laagspanning	Tyd - Laagspanning		9008.99	1.48	
C24	Tyd < 1 MVA Hoogspanning	Tyd < 1 MVA Hoogspanning		9918	1.47	
C25	Tyd > 1 MVA Hoogspanning	Tyd > 1 MVA Hoogspanning		16567.06	1.39	
C26	Prepaid	Prepaid		0	1.62	2.80

## Affordability

It is widely accepted that affordability stands out as one of the fundamental requirements of electricity pricing in developing countries. Electricity has the potential to improve quality of life by bringing convenience and dignity to the ordinary household, while unlocking the potential for a wider array of business activities. However, affordability does not necessarily mean a very low price of electricity.

The process of generating, transporting and delivering electricity has associated costs and these need to reflect in the price of the product to send the correct consumption signals to customers. In order for the electricity supply industry to be sustainable, average tariff levels must reflect the cost of supply and should, as far as possible, exclude inefficiencies. Affordability may, nonetheless, necessitate clearly identified subsidies or cross-subsidies targeted towards specific consumers.

The issue of affordability is complex and there is an extensive literature on the subject. Accurate assessments of affordability can only really be obtained through willingness to pay surveys. However, rules of thumb related to the size of the monthly household bill as a percentage of household income can be a useful rough assessment of affordability. Since municipalities seldom have accurate information on the level of income of their customers, calculating the bill as a percentage of income is likely to require some assumptions about household incomes.

## Assumptions

### Time related assumptions

The base year for the study is the 2019/20 financial year (last full financial year). Table 24 indicates the escalation factors applied in the revenue forecasts.

**Table 24 Escalation factors applied**

Increase in costs	Percentage increase in Electricity (Nersa Megaflex average increase)	Percentage Increase in employee related costs (CPI + X%)	Total Increase in employee related costs	Percentage increase in general costs (CPI)
2019/2020	15.63%	1.50%	6.70%	5.20%
2020/2021	8.76%	0.20%	4.40%	4.20%
2021/2022	17.80%	0.50%	5.00%	4.50%
2022/2023	8.00%	0.75%	5.45%	4.70%
2023/2024	5.00%	1.00%	5.70%	4.70%
2024/2025	5.00%	1.50%	6.20%	4.70%
2025/2026	5.00%	1.50%	6.20%	4.70%
2026/2027	5.00%	1.50%	6.20%	4.70%
2027/2028	5.00%	1.50%	6.20%	4.70%
2028/2029	5.00%	1.50%	6.20%	4.70%
2029/2030	5.00%	1.50%	6.20%	4.70%
2030/2031	5.00%	1.50%	6.20%	4.70%

### Growth assumptions

The provincial growth rate of 1% has been applied to the growth in customer numbers for future annual periods with an additional allowance of 1% for growth in energy demand per year.

### Anticipated Expenditures

The anticipated costs for the base year, depicted in Table 25, was based on the current tariff levels and NERSA cost benchmarks.

**Table 25 Anticipated fixed and Variable Costs for the base year**

Calculation	Description			2019/2020
( a )	Sales Forecast (Expected Sales To Customers)			177 696 212
( b )	Electricity Purchased for own use			
( c )	Street lighting			
( d ) = ( a ) + ( b ) + ( c )	Total Sales Forecast			177 696 212
( e )	Allowable Loss Factor			109.1%
( f ) = ( d ) x ( e )	Required Purchases			193 866 568
	Cost		( g )	191 584 305
	Average Purchase Cost	Eskom	( h )	0.99
	Average Purchase Cost	SSEG		-
				( i ) = ( g ) x ( h )
	Sources of electricity Purchases			Total Cost
	Purchases from Eskom			193 866 568
	Purchases from IPP's			-
	Purchase Costs - Eskom			191 584 305
	Purchase Costs - SSEG			-
( j )	Total			191 584 305

Calculation	Description			2019/2020
	General Expenses (please specify below) (Group into 6-main categories)	Percentage of Total Cost	Percentage of Purchase Cost	
	1. Depreciation and Amortisation	1.17%	1.50%	2 873 765
	2. Operational Costs	4.67%	6.00%	11 495 058
	3. Consumables	0.08%	0.10%	191 584
	4. Outsourced services	0.78%	1.00%	1 915 843
	5. Impairment Gain/Loss on Receivables	1.56%	2.00%	3 831 686
	6. Staff Costs	7.78%	10.00%	19 158 431
( k )	Total Costs before repairs and maintenance costs			39 466 367
( l )	Repairs and maintenance costs (Excluding Staff)	1.56%	2.00%	3 831 686
	Repairs and maintenance costs (Staff)	4.67%	6.00%	11 495 058
( m ) = ( k ) + ( l ) + ( j )	total costs before surplus			246 377 417
( n ) = ( m ) + 15%	Add surplus allowable		15%	36 956 612.50

### Cost Allocation to Customer Groups

Costs have been allocated to customer groups based on annual energy demand (kWh).

### Modelling assumptions

- The estimated total SSEG capacity is aligned to Table 9 of this report, it is assumed that approximately 6 854 482 kWh of the total anticipated limit of 12 339 267 kWh has been allocated to customers in the past. It is therefore assumed that any further demand loss includes the original export of approximately 6 854 482. A difference of 5 484 785 kWh is thus assumed to be available to future SSEG export.
- All further demand losses are modelled to occur instantaneously in a specific year (2021/22) to act as a demand shock to the municipal supply. The demand shock indicates outcomes where the total SSEG limit is consumed and provides insight to potential long term effects on the electricity department's revenue without modelling excessively long periods.
- The model only considers the total loss in demand (kWh) as a whole, including export purchases and fixed cost charges and does not attribute this to any particular customer group.

## Results

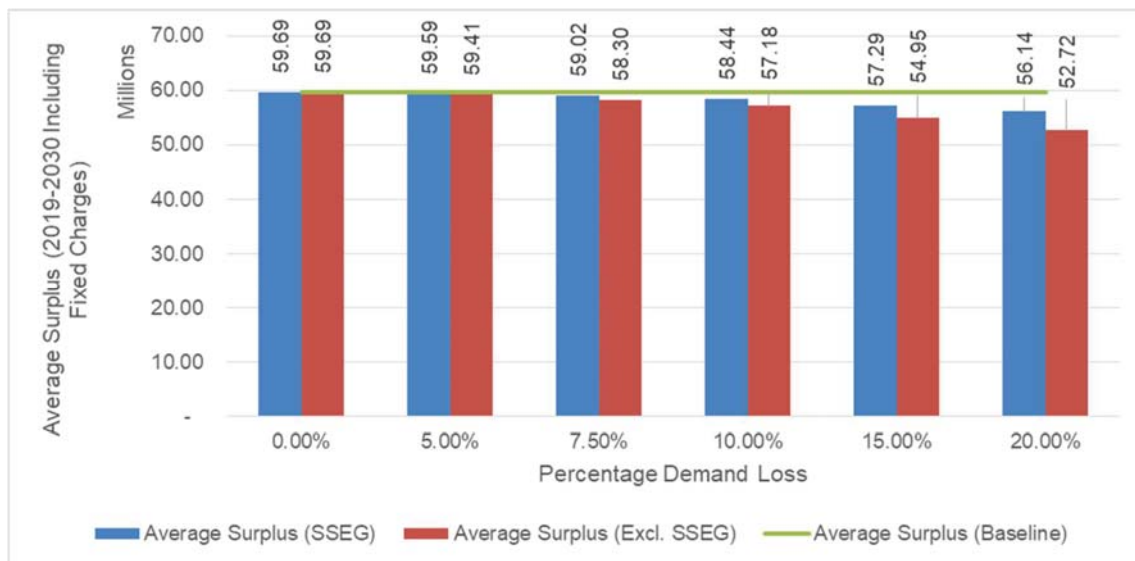
### Effect on revenue considering the SSEG tariff vs. doing nothing

The effect of implementing a REFIT tariff versus doing nothing for varying percentages of demand loss (% PV penetration for a forecast period of 10 years) is indicated in Figure 16 and Figure 17. The impact of a further loss in demand is tested in both figures (in excess of historic demand loss).

The three scenarios considered in these figures include:

- Baseline – Assuming no loss to the system due to customers moving to alternative energy sources. This case is highly unlikely to persist in future due to increasing energy costs and past observed trends in consumer behaviour. The scenario does however provide a reference point for future forecast periods.
- SSEG – the impact of applying the recommended SSEG tariff and fixed cost (Aurecon, 2020) for different levels of demand loss from the municipal supply (% PV penetration).
- Excluding SSEG – the impact of losing demand with no SSEG applied representing a dead-loss to the municipality.

Figure 16 reflects the average annual surplus for a 10 year period. As the total demand for grid energy decreases, the allowed revenue (and total surplus) reduces. The SSEG tariff contains a fixed charge to allow for an equitable contribution between SSEG and non-SSEG customers to network fixed costs and assists with maintaining a neutral revenue.



**Figure 16: Effect of applying a REFIT tariff compared to Do Nothing (Dead loss)**

Figure 17 indicates the average cost price per kilowatt. The implementation of an SSEG export tariff allows the municipality to purchase a percentage of the bulk energy at a reduced cost, the variable component of the total cost. As the total demand loss increases a larger portion of the fixed cost contributes to the average tariff. The steady increase in the SSEG scenario indicates that the fixed cost contribution may not be sufficient at levels exceeding 10% additional loss to the municipal demand and may need to be reconsidered closer to these levels. The effect of not applying an SSEG tariff is both a reduction in the total revenue and a higher monthly electrical bill to the end-user to maintain the required revenue.

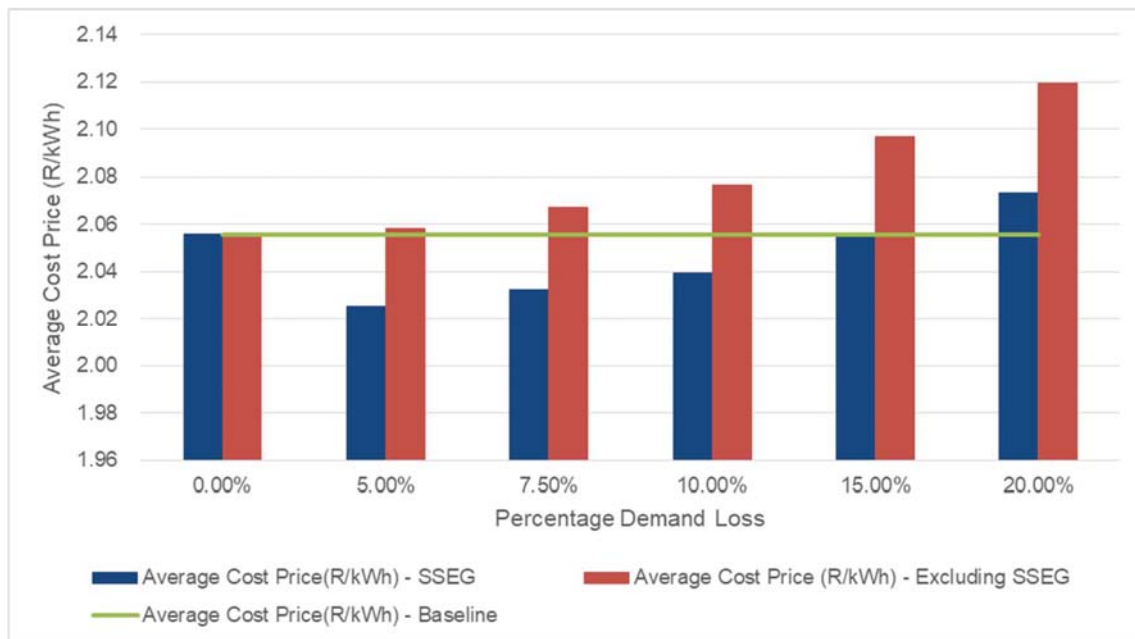


Figure 17: Average cost price of REFIT tariff compared to Do Nothing (Dead loss)

## SSEG Limit

Figure 18 indicates the % SSEG export required per % PV penetration to reach the additional SSEG supply of 5 484 785 kWh (refer to Section modelling assumptions). It is important to note that the export is limited by the total installed capacity of SSEG (15% of the NMD for each supply area) and not necessarily the kWh supplied per annum. Figure 18 therefore represents an estimate of the percentage of PV penetration that is recovered through the export process (SSEG supply to municipal bulk requirement) to meet the 5 484 785 kWh SSEG supply.

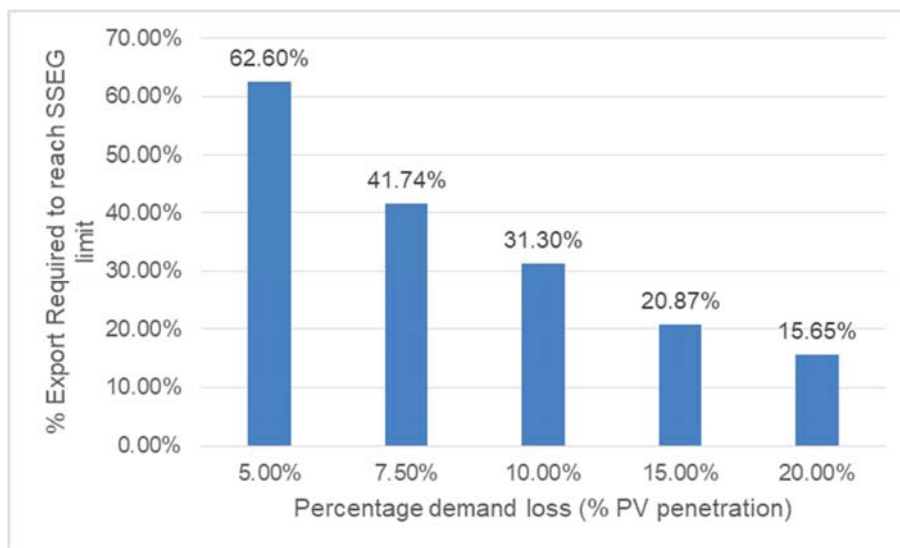


Figure 18 % export required from SSEG customers vs. % PV penetration to reach SSEG limit

## Review of the Required Revenue

Figure 19 and Figure 21 depicts the balance between the quantity of total demand lost (5% and 20% of export between Figure 19 and Figure 21 respectively).

The SSEG tariff as proposed in the Interim SSEG tariff and implication assessment report (Aurecon, 2020) provides a neutral impact (almost net-zero) on the required revenue for a demand loss up to an additional 7.5% of the total municipal demand (in excess of historic demand losses).

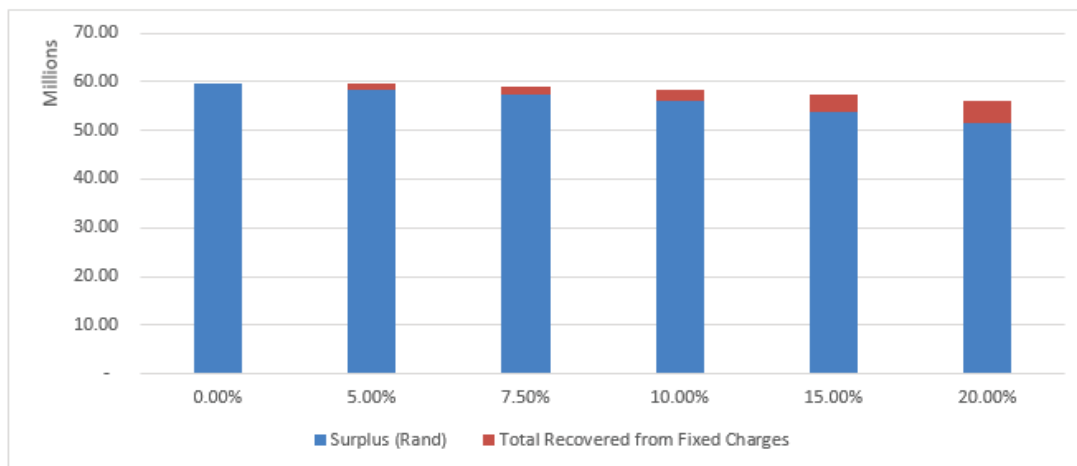
Figure 20 and Figure 22 summarise the reduction in cost price due to the SSEG exports and Impact on the end-user. Appendix A and B contain sensitivities at various export percentages.

In excess of 7.5% demand loss, a further reduction in the number of customers concentrates the fixed costs on the remaining non-SSEG customers increasing the average cost price per unit of electricity sold. This impacts the selling price, final end-user tariff and higher average monthly bill. If a net neutral revenue is desired beyond a 7.5% loss of the total municipal demand the fixed costs will need to be recovered at a higher rate. Table 26 indicates the percentage increase required to return a net neutral revenue. Any increase in the fixed cost portion of the SSEG tariff needs to be considered from both the revenue retention perspective (municipal interest to protect revenue) and the business case to the SSEG customer (as contemplated in the Interim SSEG tariff and implication assessment report (Aurecon, 2020)).

**Table 26 Increase required in fixed costs to deliver a net-zero revenue.**

Percentage of Municipal Demand lost	5.00%	7.50%	10.00%	15.00%	20.00%
Factor increase required in fixed costs	1.0885	1.39.54	1.5489	1.7023	1.7790%
Total shortfall	1 240 007.63	2 384 422.83	3 528 838.04	5 817 668.45	8 106 498.86
Additional monthly requirement	103 333.97	198 701.90	294 069.84	484 805.70	675 541.57

The reduction in revenue, as the demand decreases, is a result of the cost plus method utilised in NRS058 to determine the required revenue. As the amount of energy sold decreases, due to a loss of demand, the cost of service delivery's variable cost component decreases as well. The allowed surplus (assumed as 15%) is based on the total cost of service delivery and considers both the fixed and variable cost components. A reduction in the variable costs therefore reduces the total cost of supply and therefore the quantity of the allowed surplus per annum. Figure 19 and Figure 21 considers the average annual surplus generated for a 10 year period at various levels of PV penetration.



**Figure 19 Impact on future revenue (average annual surplus 2019-2030) vs. percent PV penetration (5% export from SSEG)**



Figure 20 Average cost price vs. Average selling price for different levels of PV penetration (2019-2030) (5% export from SSEG)

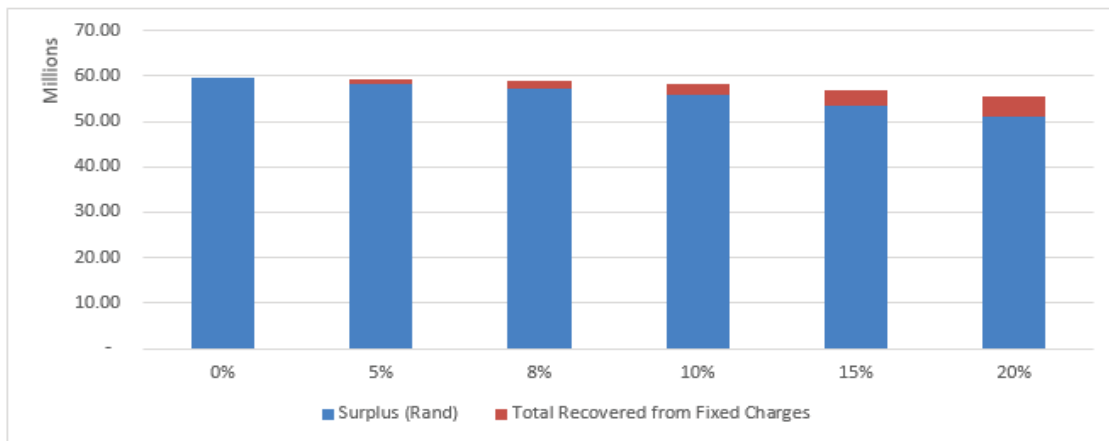


Figure 21 Impact on future revenue (average annual surplus 2019-2030) vs. percent PV penetration (20% export from SSEG)



Figure 22 Average cost price vs. Average selling price for different levels of PV penetration (2019-2030) (20% export from SSEG)

## Proposed Witzenberg Levy Model

The interim levy model proposed by Witzenberg Local Municipality assesses the required fixed contribution from potential SSEG customers as a function of the installed plant size. In this scenario the REFIT fixed charge is not applicable, however a levy is raised in its place based on the total energy generated (kWh) and a fixed charge (R/kWh) per customer. The levy is based on the Municipal Loss and this loss is raised as a levy.

The following example used by WLM has been sourced from the Energy Plan - Small Scale Embedded Generation (SSEG) presentation dated March 2021:

- A typical 100 kW solar system can generate 168 882 kWh per year in Ceres
- Thus the customer must pay the municipality  $R0.272 \times 168\,882 = R45\,950$  per year. (R3830/m)
- Current average cost of energy from Eskom, for municipality, during the time when solar can generate electricity is R0.961 per kWh Excl VAT.
- During the same time period the average selling price of electricity to time of use > 1MW customers is R1.233 per kWh excl VAT CFO verify figures
- Thus for every 1 kWh of energy sold to the customer Witzenberg generates R0.272 of markup or put differently the municipality loses R0.272 per kWh when this customer generates his own electricity with solar.

WLM requirements under the levy model:

- Customer may generate own energy with solar.
- Customer must go onto time of use tariff and must have a 4-quadrant digital meter. Customer must install another 4-quadrant digital energy meter at the solar generator. Customer's cost
- TOU not supported for everybody. No tariff changes.
- Customer must pay the municipality the equivalent of the markup per kWh that the municipality would have generated for every kWh produced by the solar.

The estimated levy of R0.272 has been applied to the SSEG revenue assessment to determine the impact of the proposed levy on future municipal revenue. Similar to the assumptions used to assess the SSEG impact (Summarised under the modelling assumptions), the demand loss (% PV penetration) is assumed to occur instantaneously in 2021/22 as a demand shock. Figure 23 and Figure 24 indicate the impact on the average municipal surplus generated per annum for a 10 year period to compare the impact of the WLM levy model as compared to the normal REFIT tariff fixed charges. Figure 23 and Figure 24 considers a 5% and 20% export from SSEG customers respectively.

In both export cases the WLM levy model produces a more revenue neutral outcome to the municipality when the fixed charge is based on the plant size of the SSEG customer and not a flat rate. Consideration needs to be given to the following if the levy model is to be considered:

- The business case for prospective customers is dependent on the payback period and potential returns generated to compensate for capital expenses incurred with the installation of the off-grid solution. As the levy is based on the SSEG plant size larger plant sizes will increase the revenue from fixed charges from the Municipality's perspective. From the customer's perspective, if larger plant sizes are required to accommodate a target export percentage the reduction in returns per additional kW capacity installed may demotivate customers if the charge is excessive.
- The intent of the fixed cost portion of the REFIT tariff is to recover a correspondingly fair fixed cost when compared to on-grid customers.
- From an allowed revenue perspective the cost plus methodology used by NERSA regulates the returns based on the cost of supply and not a target revenue. This assessment is beyond the scope of this study, but may need to be accounted for when formally assessing the cost of supply and subsequent tariff setting.

Table 27 Witzenberg levy model vs. REFIT fixed charges at various PV penetration levels

Percentage PV penetration	5%	8%	10%	15%	20%
Total Recovered from Fixed Charges (5% export) - WLM levy model	2 085 174.14	3 127 761.21	4 170 348.28	6 255 522.42	8 340 696.56
Total Recovered from Fixed Charges (20% export) - WLM levy model	2 383 056.16	3 574 584.24	4 766 112.32	7 149 168.48	9 532 224.64
Total Recovered from Fixed Charges (5% and 20% export) – Normal REFIT	1 139 175.09	1 708 762.64	2 278 350.18	3 417 525.27	4 556 700.36

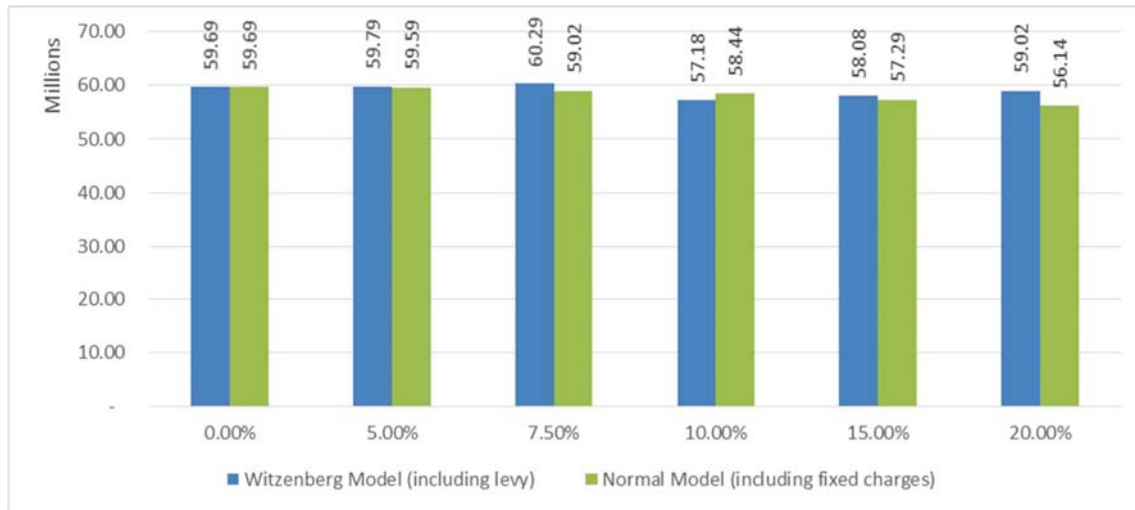


Figure 23 Average Annual Surplus Generated: Witzenberg proposed levy model (5% export at various PV penetration percentages 2019-2030)

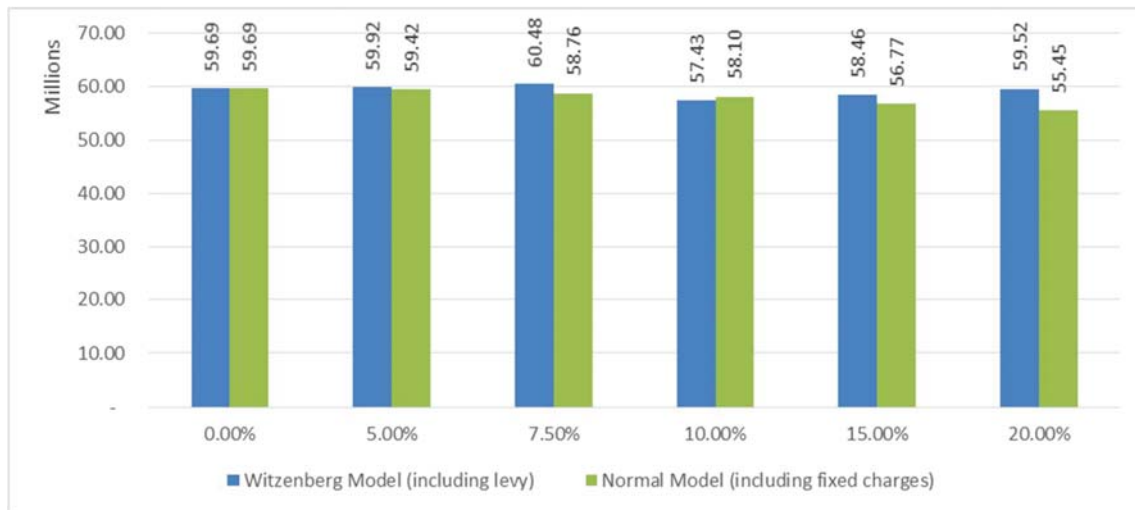


Figure 24 Average Annual Surplus Generated: Witzenberg proposed levy model (20% export at various PV penetration percentages 2019-2030)

## Conclusion

Energy security concerns, rising electricity prices, the emergence of low-cost renewable energy technologies and the growth of distributed generators have resulted in a range of challenges for utilities, including for municipal distributors. In light of these dynamics, municipalities are compelled to re-define their role in the electricity value chain and adapt their funding and operating models.

South Africa's electricity sector has been historically monopolistic and has created environments for lack of transparency and accountability, corruption and maladministration. Social, political and economic complexities in the sector are often underplayed. The system is shaped by and interacts with differentiated patterns of domestic and industrial consumption; socio economic equality and uneven access to services; processes of spatial development, land tenure regulations; municipal level governance and the strong influencing role that vested interests can have in electricity policy and planning.

Traditional business models of electricity utilities are based on selling as much energy as possible at fixed rates. Many utilities are seeing the need to re-examine this model and apply a decoupling mechanism due to the impacts of SSEG, Energy Efficiency Demand Side Management (EEDSM) and decarbonization. As the technology costs of solar PV continue to decline, South Africa's electricity rates go up and Eskom's crisis escalates, the installation of grid-tied SSEG has become an increasingly attractive option for businesses and high-income residential household customers.

The costs incurred by utilities do not decrease in proportion to the decrease in electricity consumed. There is still need to finance the expenditure of grid infrastructure that are not related to kWh consumed but to kW capacity invested.

There are opportunities for utilities to make the transition to a more decentralized, decarbonized and digitized energy industry work in their favor while forming better relationships with their customers and embracing competition market. This transition should be implemented in a controlled manner with awareness of the regulatory environment, financial and technical risks.

Electricity demand is still expected to increase in the future with new customer connections and more industries such as electric vehicles shifting away from fossil fuels. Additionally, SSEG and energy storage is expected to become cheaper, cleaner and more reliable for everyone. Consumers or "prosumers" providing energy and services to the grid could be a viable new business model.

Small-scale embedded generation has the potential to benefit Witzenberg Local Municipality by reducing the average cost price of energy through blending SSEG and Eskom supply sources. To achieve this an effective tariff is required, calculated from a sound understanding of the total cost of supply. It is therefore recommended that the Municipality conduct a Cost of Supply study according to the NRS:058 requirements.

The tariffs applied need to be cost reflective. The municipality is not a generator of electricity however a transporter of electricity. Hence ideally, the energy costs and "transportation costs" should be split. Historically this was not promoted mainly due to cheap electricity prices. This principle ensures that the municipal cost recovery is not affected by the direction of electricity flow as is currently the case. As such the following is recommended in terms of the tariff structure (including charges for fixed costs):

- Costs incurred by municipality are separated and charged as a fixed charge (R/month) and a volumetric charge (c/kWh).
- It is advisable to utilise an unbundled tariff structure for SSEG customers to ensure that they pay their fair share of fixed costs.
- A central principle in tariff setting is cost reflectivity, and all municipal electricity tariffs, including SSEG tariffs, should work towards this.
- Both current and future demand and changes in customer behaviour needs to be considered.



As the cost plus methodology adopted in NRS:058 determines the allowed revenue, changes in the demand for services or the supply cost elements are ultimately governed by the regulated allowable surplus. Embedded generation (with an export tariff) affect both demand and supply and a balance needs to be found to secure both the interests of the municipality and customer. Municipal revenue can be protected whilst ensuring a reasonable business case for SSEG customers.

The proposed REFIT tariff as per the Interim SSEG tariff and implication assessment (Aurecon, 2020) returns a net neutral revenue when the total demand lost is less than 7.5% of the total municipal supply. Following the 7.5% demand threshold the fixed charges for SSEG will need to be reconsidered.

## Summary

### Current status:

- The municipality is currently running at 6.26% demand loss and an additional total of 7.5% is the limit in order to be revenue neutral and beneficial to utilise the proposed REFIT tariff and fixed costs up to this limit.
- Refit tariffs (both export and fixed components) proposed in the Interim SSEG tariff and implication assessment (Aurecon, 2020) provide a business case for both the municipality and prospective SSEG customers.
- The outcomes of the assessment indicate that if the REFIT export tariff and fixed charges are implemented for the approved PV installations it would have a beneficial impact on the long term revenue of the electrical department.

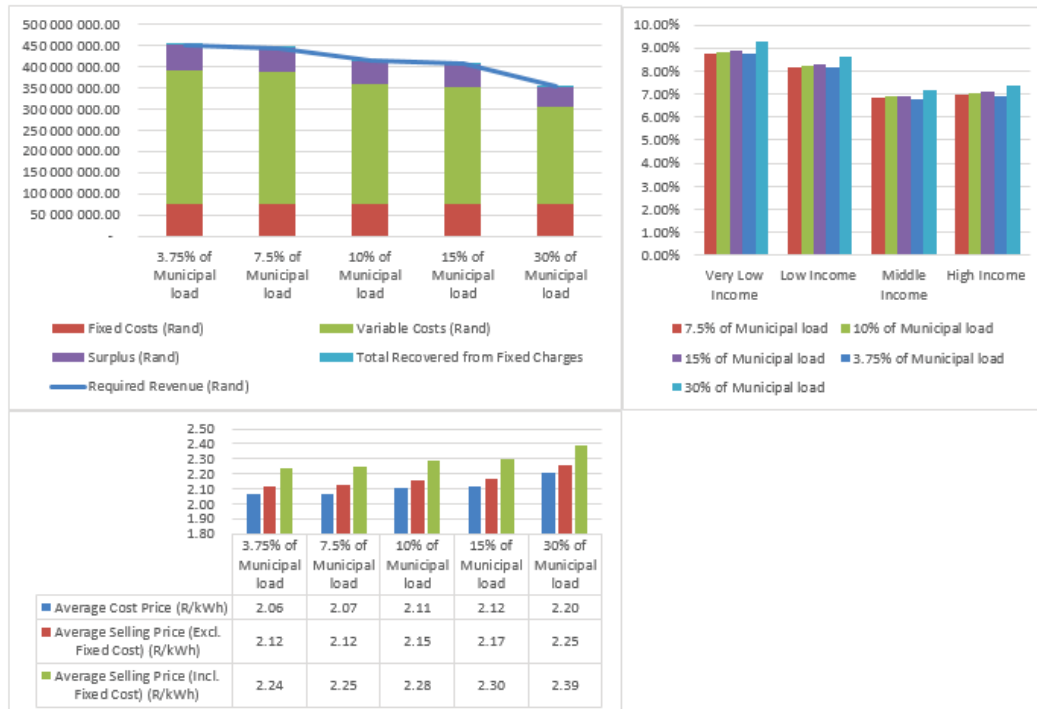
### Future Investigation:

- For the Witzenberg levy model, the REFIT fixed charge is replaced with a levy dependant on the SSEG customer's plant size.
- SSEG tariff structures be re-evaluated once a formal cost of supply study is conducted.

## Appendix A: Sensitivity: Revenue Requirement

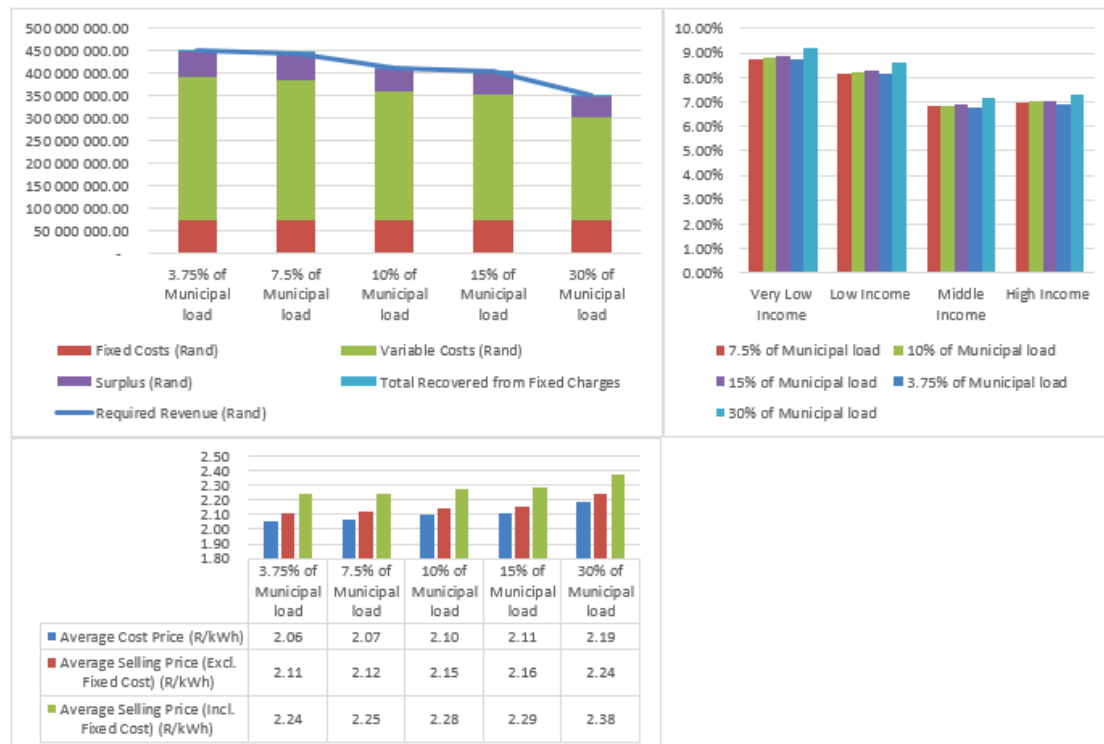
	3.75% of Municipal load	7.5% of Municipal load	10% of Municipal load	15% of Municipal load	30% of Municipal load
SSEG Tariff (R/kWh)	0.43	0.43	0.43	0.43	0.43
% Export	1.00%	1.00%	1.00%	1.00%	1.00%
Average Annual SSEG Import (kWh)	65 709.27	131 418.54	197 127.81	262 837.08	525 674.15

Description	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Required Revenue (Rand)	451 342 379.61	444 696 138.65	412 639 931.21	405 328 530.22	351 774 970.11
Fixed Costs (Rand)	73 818 849.32	73 818 849.32	73 818 849.32	73 818 849.32	73 818 849.32
Variable Costs (Rand)	318 652 785.12	312 873 445.16	284 998 482.17	278 640 742.17	232 072 429.03
Surplus (Rand)	58 870 745.17	58 003 844.17	53 822 599.72	52 868 938.72	45 883 691.75
Total Recovered from Fixed Charges	311 013.50	622 027.01	933 040.51	1 244 054.01	2 488 108.02
Average Revenue (including fixed Charges)	59 181 758.67	58 625 871.18	54 755 640.23	54 112 992.73	48 371 799.77
% Energy Cost to total Cost	80.91%	80.64%	79.29%	78.93%	75.86%
% SSEG Purchases to total Purchases	0.03%	0.05%	0.09%	0.12%	0.30%
	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Anticipated Increase In Eskom Supply Cost (%)	7.52%	7.52%	7.52%	7.52%	7.52%
Average Tariff Increase for required revenue (%)	6.23%	6.30%	6.38%	6.48%	6.96%
Energy Sold Per Annum (kWh)	188 762 777.09	185 507 285.18	170 201 843.83	166 646 739.13	140 851 518.28
Average Cost Price (R/kWh)	2.06	2.07	2.11	2.12	2.20
Average Selling Price (Excl. Fixed Cost) (R/kWh)	2.12	2.12	2.15	2.17	2.25
Average Selling Price (Incl. Fixed Cost) (R/kWh)	2.24	2.25	2.28	2.30	2.39
Percent of Monthly Income	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Very Low Income	8.72%	8.77%	8.84%	8.91%	9.25%
Low Income	8.14%	8.19%	8.25%	8.31%	8.64%
Middle Income	6.79%	6.82%	6.88%	6.93%	7.20%
High Income	6.93%	6.97%	7.02%	7.07%	7.35%



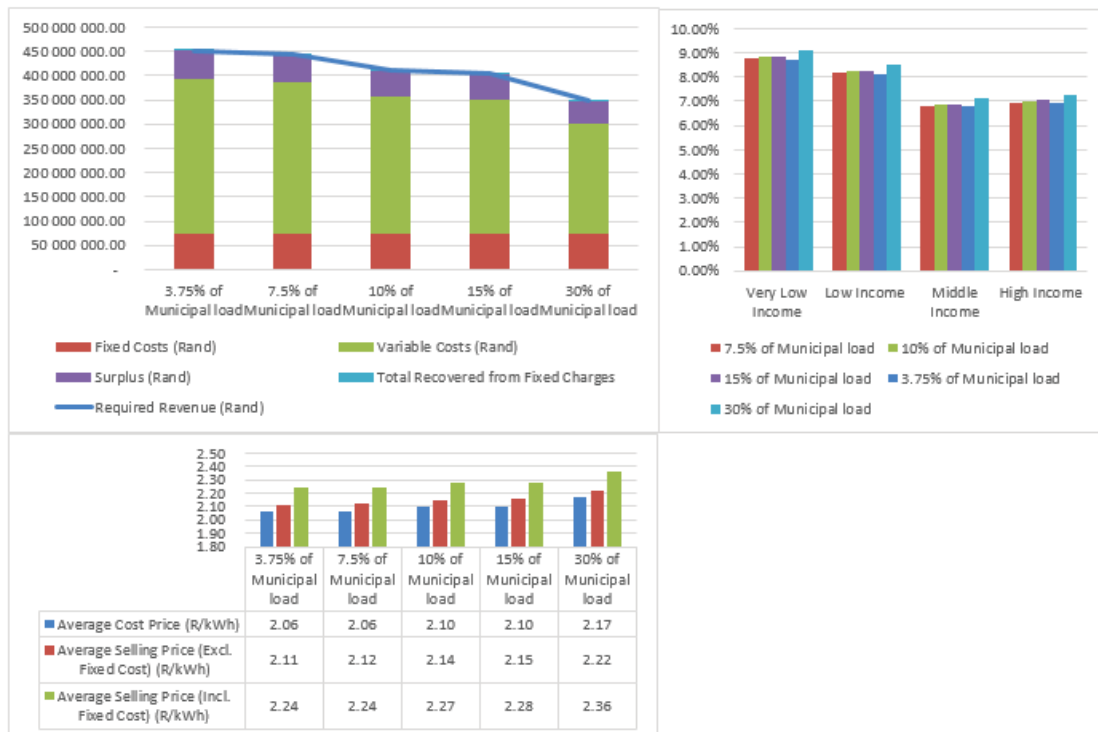
	3.75% of Municipal load	7.5% of Municipal load	10% of Municipal load	15% of Municipal load	30% of Municipal load
<b>SSEG Tariff (R/kWh)</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>
<b>% Export</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>
<b>Average Annual SSEG Import (kWh)</b>	<b>328 546.35</b>	<b>657 092.69</b>	<b>985 639.04</b>	<b>1 314 185.38</b>	<b>2 628 370.76</b>

Description	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Required Revenue (Rand)	451 076 983.41	444 165 346.27	411 843 742.63	404 266 945.45	349 651 800.56
Fixed Costs (Rand)	73 818 849.32	73 818 849.32	73 818 849.32	73 818 849.32	73 818 849.32
Variable Costs (Rand)	318 422 005.82	312 411 886.56	284 306 144.27	277 717 624.98	230 226 194.65
Surplus (Rand)	58 836 128.27	57 934 610.38	53 718 749.04	52 730 471.15	45 606 756.60
Total Recovered from Fixed Charges	311 013.50	622 027.01	933 040.51	1 244 054.01	2 488 108.02
Average Revenue (including fixed Charges)	59 147 141.77	58 556 637.39	54 651 789.55	53 974 525.16	48 094 864.62
% Energy Cost to total Cost	80.90%	80.62%	79.25%	78.88%	75.72%
% SSEG Purchases to total Purchases	0.13%	0.27%	0.45%	0.61%	1.51%
	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Anticipated Increase In Eskom Supply Cost (%)	7.52%	7.52%	7.52%	7.52%	7.52%
Average Tariff Increase for required revenue (%)	6.22%	6.28%	6.36%	6.45%	6.89%
Energy Sold Per Annum (kWh)	188 762 777.09	185 507 285.18	170 201 843.83	166 646 739.13	140 851 518.28
Average Cost Price (R/kWh)	2.06	2.07	2.10	2.11	2.19
Average Selling Price (Excl. Fixed Cost) (R/kWh)	2.11	2.12	2.15	2.16	2.24
Average Selling Price (Incl. Fixed Cost) (R/kWh)	2.24	2.25	2.28	2.29	2.38
Percent of Monthly Income	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Very Low Income	8.72%	8.76%	8.82%	8.89%	9.20%
Low Income	8.14%	8.18%	8.24%	8.29%	8.58%
Middle Income	6.78%	6.82%	6.86%	6.91%	7.15%
High Income	6.93%	6.96%	7.01%	7.06%	7.30%



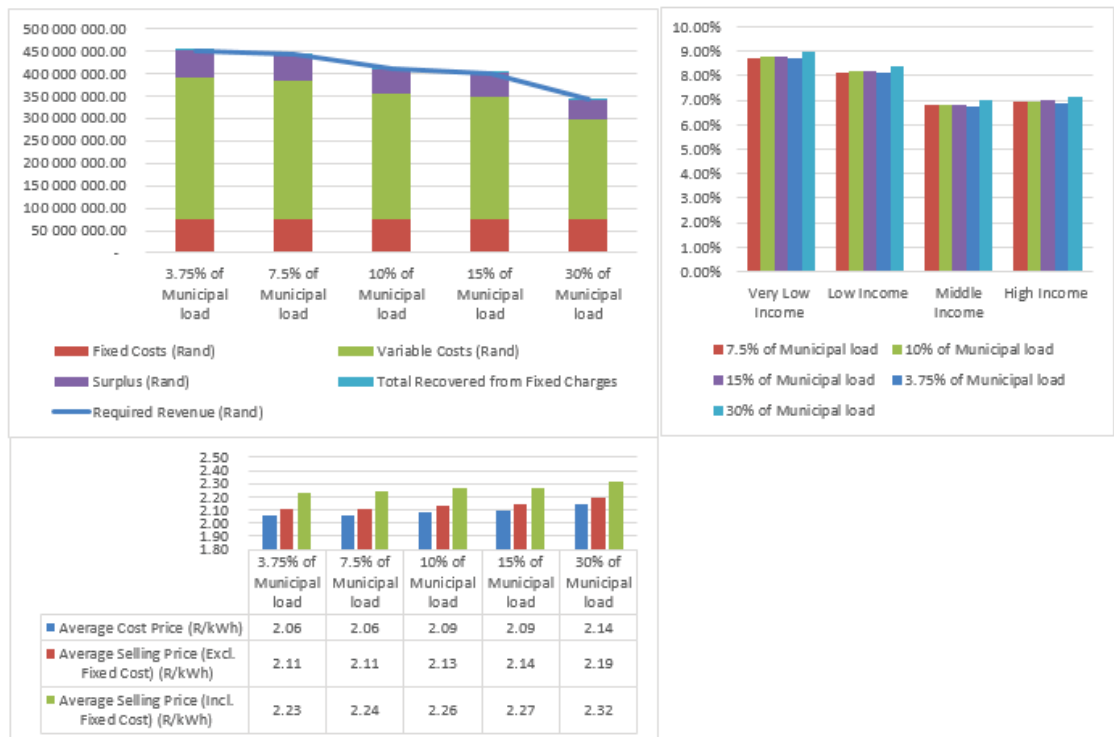
	3.75% of Municipal load	7.5% of Municipal load	10% of Municipal load	15% of Municipal load	30% of Municipal load
<b>SSEG Tariff (R/kWh)</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>
<b>% Export</b>	<b>10.00%</b>	<b>10.00%</b>	<b>10.00%</b>	<b>10.00%</b>	<b>10.00%</b>
<b>Average Annual SSEG Import (kWh)</b>	<b>657 092.69</b>	<b>1 314 185.38</b>	<b>1 971 278.07</b>	<b>2 628 370.76</b>	<b>5 256 741.53</b>

Description	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Required Revenue (Rand)	450 745 238.17	443 501 855.78	410 848 506.91	402 939 964.49	346 997 838.63
Fixed Costs (Rand)	73 818 849.32	73 818 849.32	73 818 849.32	73 818 849.32	73 818 849.32
Variable Costs (Rand)	318 133 531.70	311 834 938.32	283 440 721.90	276 563 728.49	227 918 401.66
Surplus (Rand)	58 792 857.15	57 848 068.15	53 588 935.68	52 557 386.67	45 260 587.65
Total Recovered from Fixed Charges	311 013.50	622 027.01	933 040.51	1 244 054.01	2 488 108.02
Average Revenue (including fixed Charges)	59 103 870.66	58 470 095.15	54 521 976.19	53 801 440.68	47 748 695.67
% Energy Cost to total Cost	80.89%	80.60%	79.20%	78.81%	75.53%
% SSEG Purchases to total Purchases	0.26%	0.54%	0.90%	1.22%	3.02%
	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Anticipated Increase In Eskom Supply Cost (%)	7.52%	7.52%	7.52%	7.52%	7.52%
Average Tariff Increase for required revenue (%)	6.21%	6.27%	6.33%	6.41%	6.79%
Energy Sold Per Annum (kWh)	188 762 777.09	185 507 285.18	170 201 843.83	166 646 739.13	140 851 518.28
Average Cost Price (R/kWh)	2.06	2.06	2.10	2.10	2.17
Average Selling Price (Excl. Fixed Cost) (R/kWh)	2.11	2.12	2.14	2.15	2.22
Average Selling Price (Incl. Fixed Cost) (R/kWh)	2.24	2.24	2.27	2.28	2.36
Percent of Monthly Income	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Very Low Income	8.71%	8.75%	8.80%	8.86%	9.13%
Low Income	8.13%	8.17%	8.22%	8.27%	8.52%
Middle Income	6.78%	6.81%	6.85%	6.89%	7.10%
High Income	6.92%	6.95%	6.99%	7.03%	7.25%



	3.75% of Municipal load	7.5% of Municipal load	10% of Municipal load	15% of Municipal load	30% of Municipal load
<b>SSEG Tariff (R/kWh)</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>	<b>0.43</b>
<b>% Export</b>	<b>20.00%</b>	<b>20.00%</b>	<b>20.00%</b>	<b>20.00%</b>	<b>20.00%</b>
<b>Average Annual SSEG Import (kWh)</b>	<b>1 314 185.38</b>	<b>2 628 370.76</b>	<b>3 942 556.15</b>	<b>5 256 741.53</b>	<b>10 513 483.06</b>

Description	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Required Revenue (Rand)	450 081 747.69	442 174 874.82	408 858 035.47	400 286 002.56	341 689 914.78
Fixed Costs (Rand)	73 818 849.32	73 818 849.32	73 818 849.32	73 818 849.32	73 818 849.32
Variable Costs (Rand)	317 556 583.45	310 681 041.82	281 709 877.17	274 255 935.51	223 302 815.70
Surplus (Rand)	58 706 314.92	57 674 983.67	53 329 308.97	52 211 217.72	44 568 249.75
Total Recovered from Fixed Charges	311 013.50	622 027.01	933 040.51	1 244 054.01	2 488 108.02
Average Revenue (including fixed Charges)	59 017 328.42	58 297 010.68	54 262 349.48	53 455 271.73	47 056 357.77
% Energy Cost to total Cost	80.86%	80.54%	79.11%	78.68%	75.15%
% SSEG Purchases to total Purchases	0.53%	1.08%	1.79%	2.45%	6.03%
	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Anticipated Increase In Eskom Supply Cost (%)	7.52%	7.52%	7.52%	7.52%	7.52%
Average Tariff Increase for required revenue (%)	6.20%	6.23%	6.28%	6.34%	6.60%
Energy Sold Per Annum (kWh)	188 762 777.09	185 507 285.18	170 201 843.83	166 646 739.13	140 851 518.28
Average Cost Price (R/kWh)	2.06	2.06	2.09	2.09	2.14
Average Selling Price (Excl. Fixed Cost) (R/kWh)	2.11	2.11	2.13	2.14	2.19
Average Selling Price (Incl. Fixed Cost) (R/kWh)	2.23	2.24	2.26	2.27	2.32
Percent of Monthly Income	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)	Average (FY 2019-2030)
Very Low Income	8.70%	8.73%	8.76%	8.80%	8.98%
Low Income	8.12%	8.14%	8.18%	8.21%	8.39%
Middle Income	6.77%	6.79%	6.81%	6.84%	6.99%
High Income	6.91%	6.93%	6.96%	6.99%	7.14%



## Appendix B: Sensitivity: Annual Forecasts

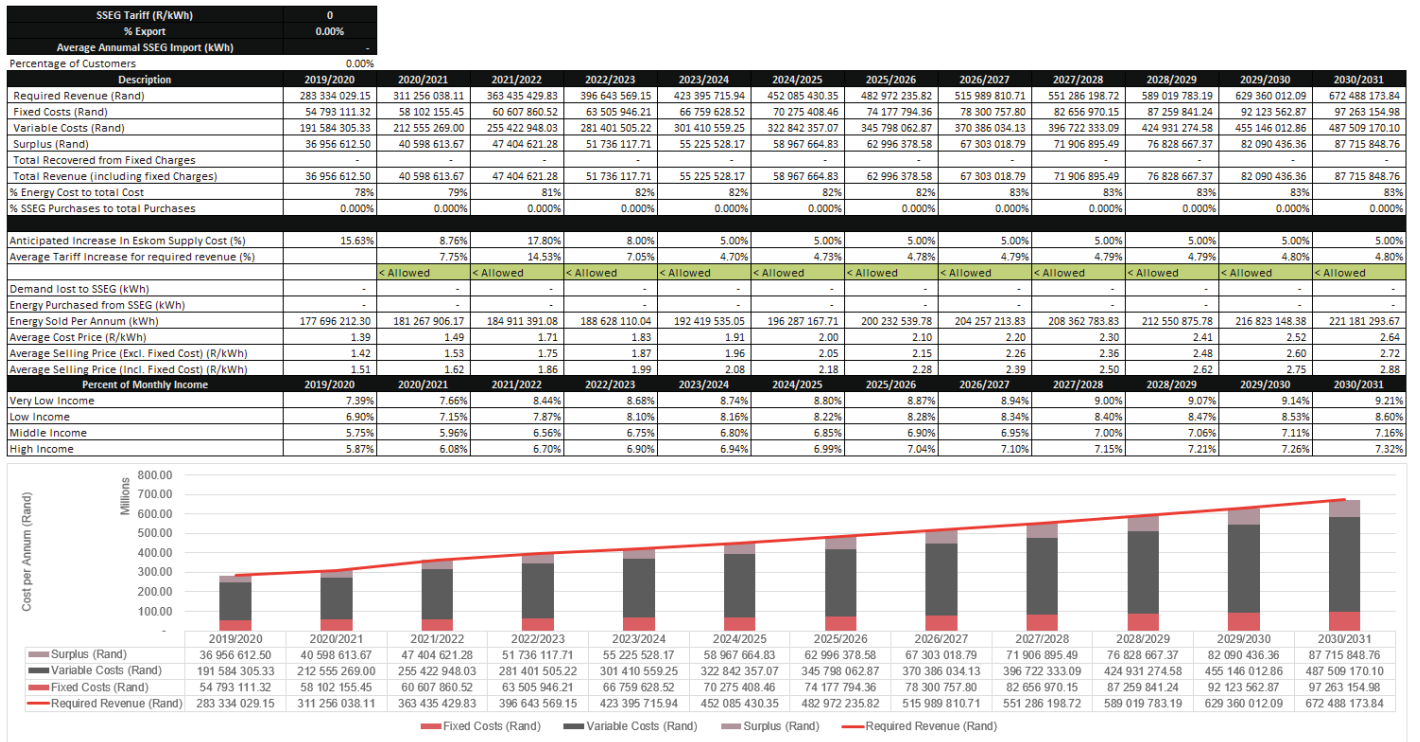


Figure 25 – Annual forecast: Baseline (No SSEG)

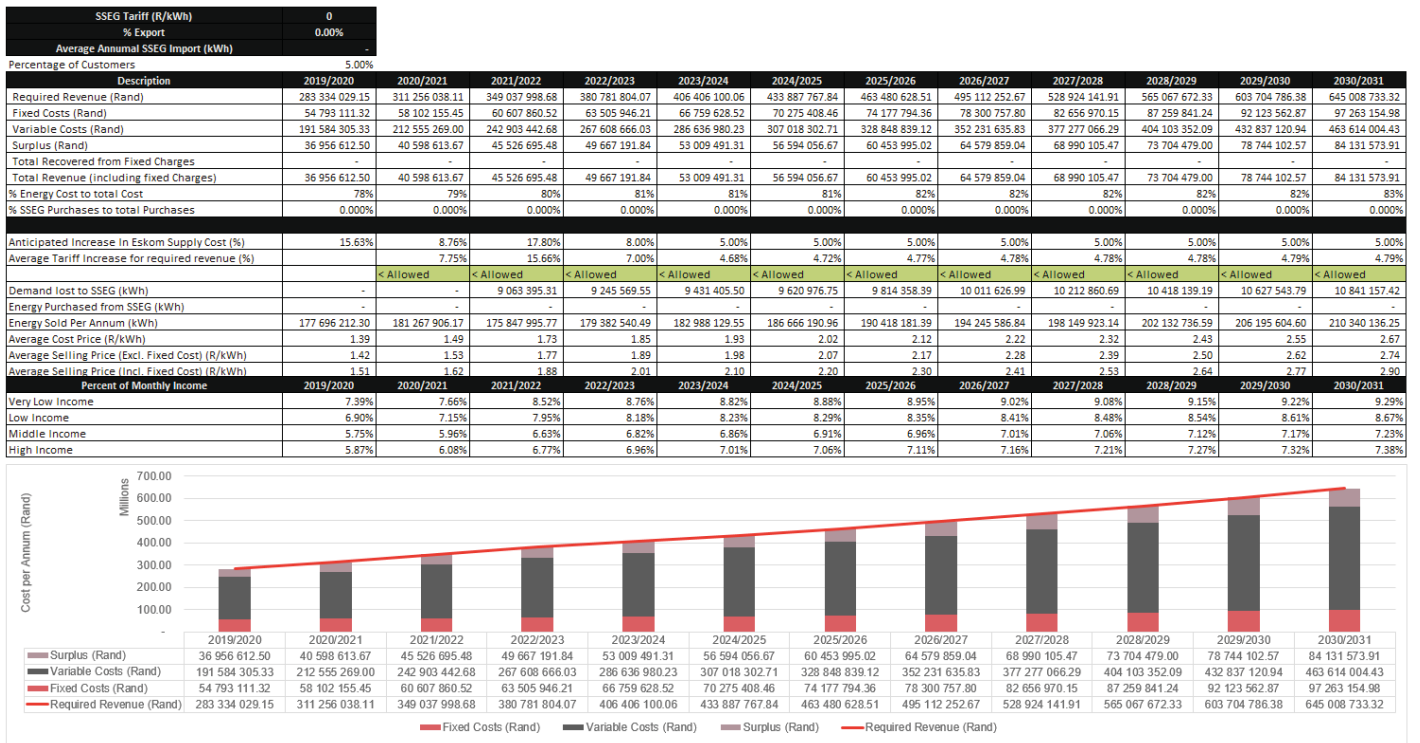


Figure 26 – Annual forecast: No SSEG (5% PV penetration)

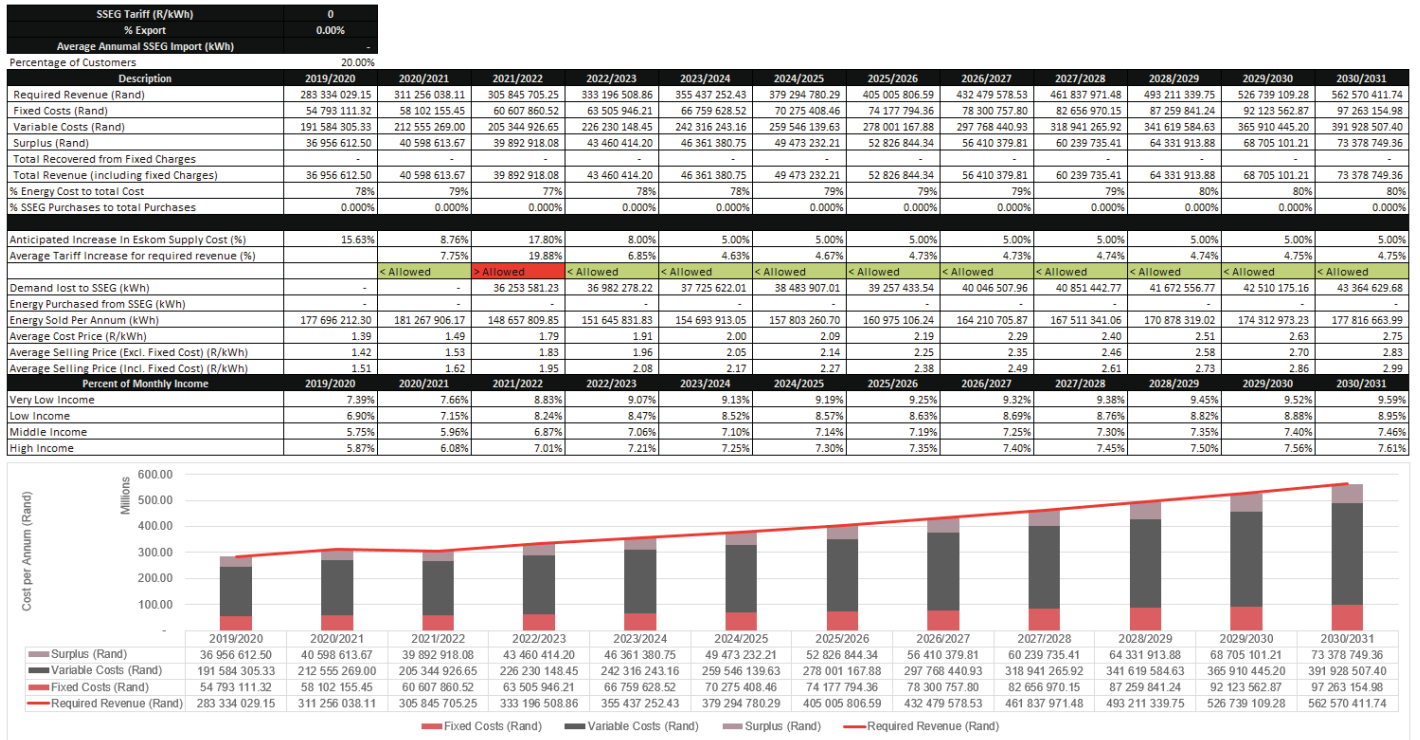


Figure 27 – Annual forecast: No SSEG (20% PV penetration)

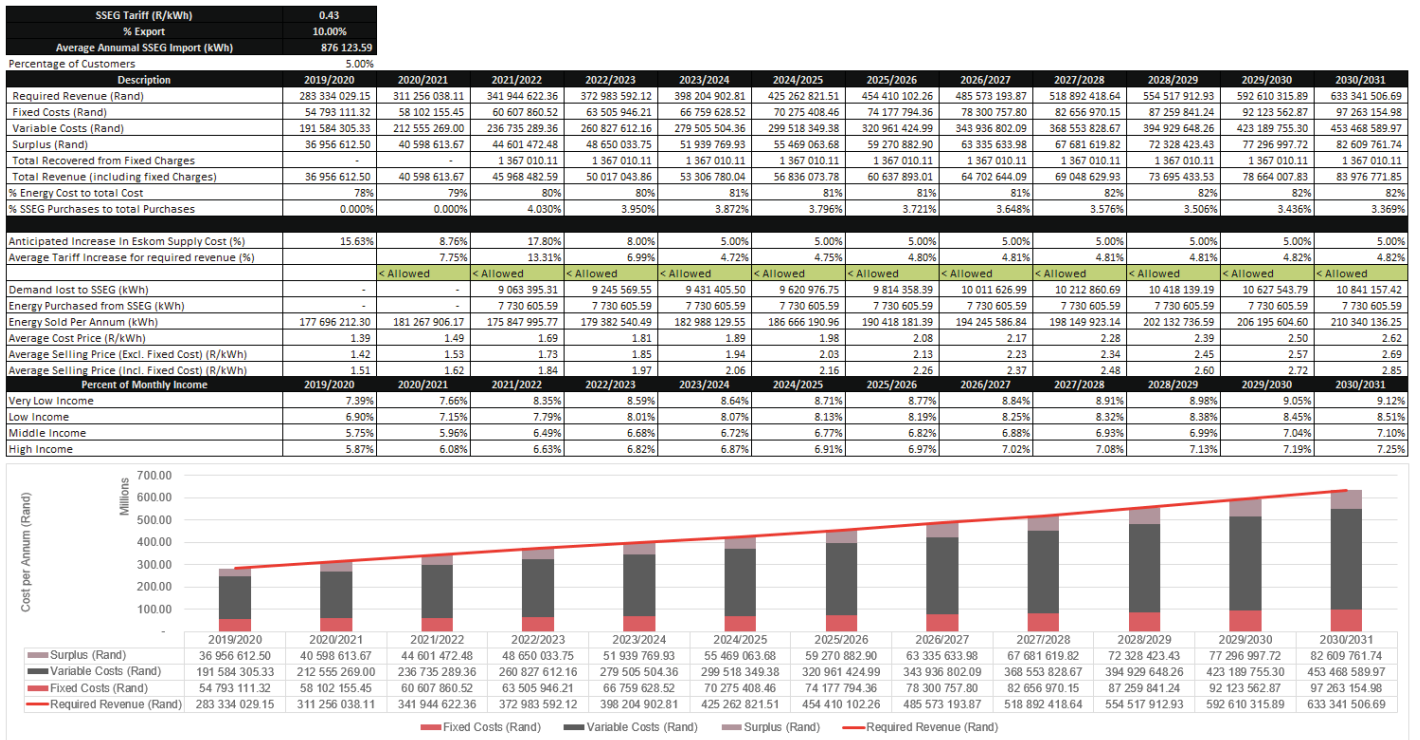


Figure 28 – Annual forecast: SSEG (5% PV penetration – 10% export)

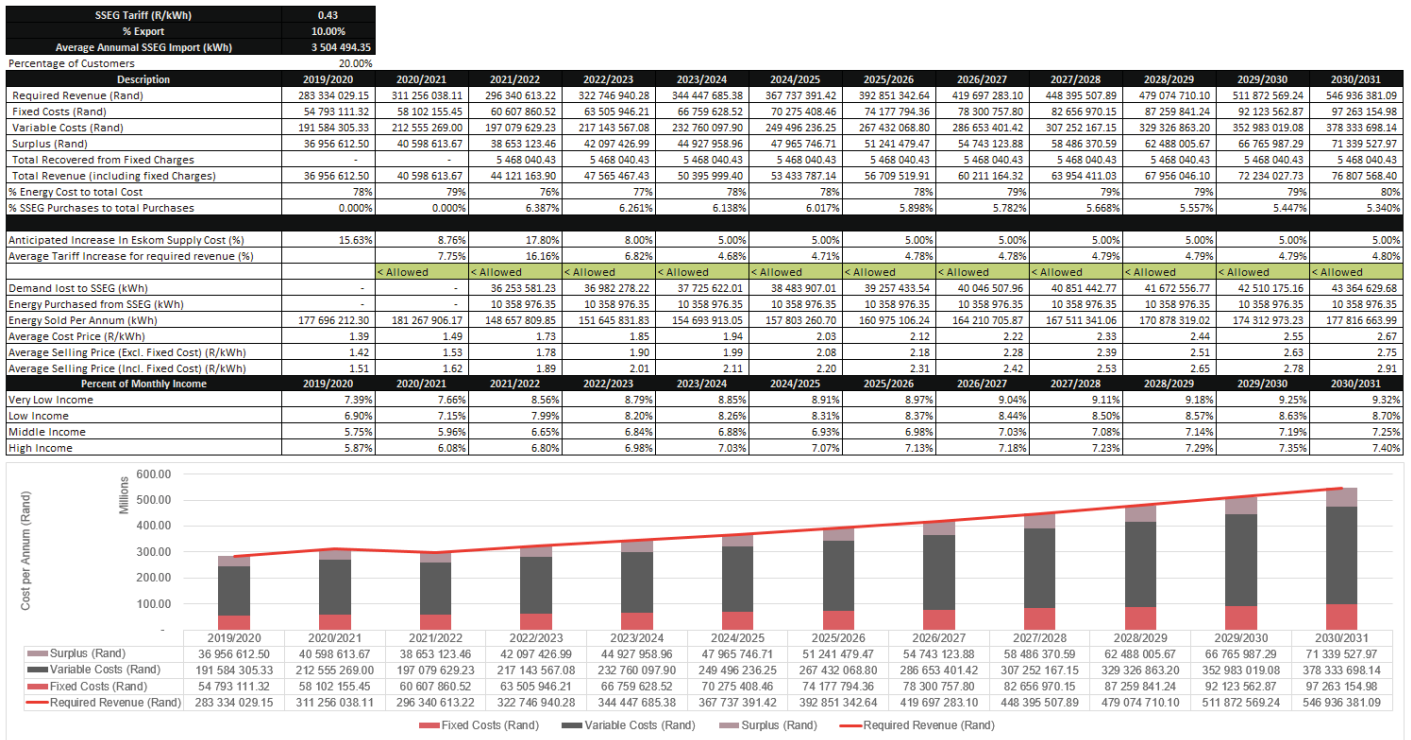


Figure 29 – Annual forecast: SSEG (20% PV penetration – 10% export)

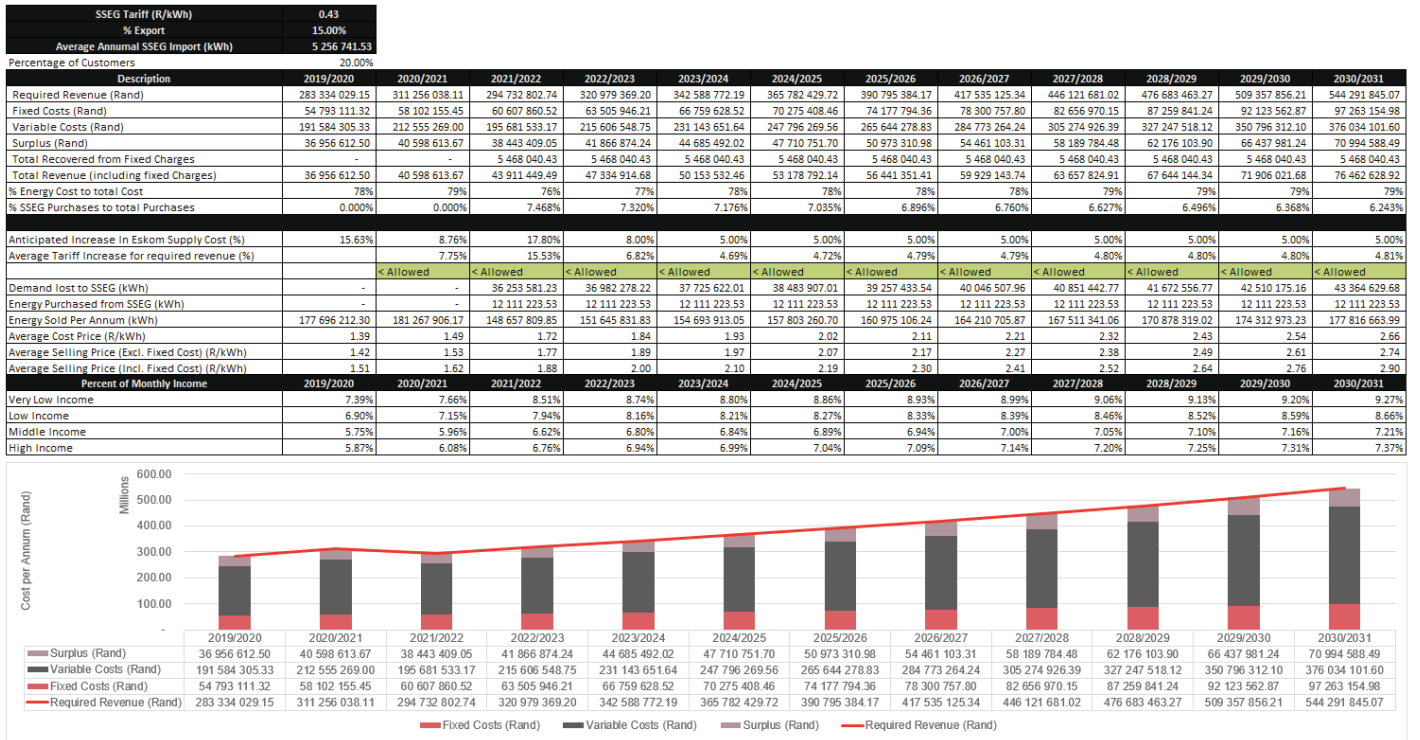


Figure 30 – Annual forecast: SSEG (20% PV penetration – 15% export – Most probable case)

SSEG Tariff (R/kWh)	0.43
% Export	20.00%
Average Annual SSEG Import (kWh)	5 256 741.53

Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
Required Revenue (Rand)	283 334 029.15	309 746 554.96	303 703 078.39	329 155 907.15	349 533 046.94	371 292 417.87	394 647 426.60	419 481 923.75	445 907 607.84	474 009 343.66	503 893 965.75	535 675 142.65
Fixed Costs (Rand)	54 793 111.32	58 102 155.45	60 607 860.52	63 505 946.21	66 759 628.52	70 275 408.46	74 177 794.36	78 300 757.80	82 656 970.15	87 259 841.24	92 123 562.87	97 263 154.98
Variable Costs (Rand)	191 584 305.33	211 242 674.95	203 481 772.86	222 716 581.75	237 182 151.43	252 587 563.60	268 993 880.94	286 466 132.42	305 088 775.80	324 922 196.73	346 045 103.00	368 541 316.89
Surplus (Rand)	36 956 612.50	40 401 724.56	39 613 445.01	42 933 379.19	45 591 266.99	48 429 445.81	51 475 751.30	54 715 033.53	58 161 861.89	61 827 305.69	65 725 299.88	69 870 670.78
Total Recovered from Fixed Charges	-	-	8 579 002.17	8 579 002.17	8 579 002.17	8 579 002.17	8 579 002.17	8 579 002.17	8 579 002.17	8 579 002.17	8 579 002.17	8 579 002.17
Total Revenue (including fixed charges)	36 956 612.50	40 401 724.56	48 192 447.18	51 512 381.37	54 170 269.17	57 008 447.98	60 054 753.47	63 294 035.71	66 740 864.07	70 406 307.87	74 304 302.05	78 449 672.95
% Energy Cost to total Cost	78%	78%	77%	78%	78%	78%	78%	79%	79%	79%	79%	79%
% SSEG Purchases to total Purchases	0.000%	0.000%	7.194%	7.097%	7.002%	6.907%	6.814%	6.722%	6.631%	6.541%	6.452%	6.365%
Anticipated Increase in Eskom Supply Cost (%)	15.63%	8.76%	17.80%	8.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Average Tariff Increase for required revenue (%)		7.81%	14.19%	6.90%	4.74%	4.77%	4.84%	4.84%	4.84%	4.84%	4.84%	4.84%
Demand lost to SSEG (kWh)	-	< Allowed	< Allowed	< Allowed	< Allowed	< Allowed	< Allowed	< Allowed	< Allowed	< Allowed	< Allowed	< Allowed
Energy Purchased from SSEG (kWh)	-	-	28 330 592.48	28 745 289.85	29 165 448.11	29 594 449.01	30 029 113.38	30 477 418.34	30 923 700.68	31 375 860.92	31 833 972.00	32 298 107.71
Energy Sold Per Annum (kWh)	177 696 212.30	180 148 521.19	154 304 730.70	156 411 805.22	158 548 871.96	160 716 352.85	162 914 675.63	165 144 273.84	167 413 572.80	169 715 191.87	172 049 585.03	174 417 212.41
Average Cost Price (R/kWh)	1.39	1.50	1.71	1.83	1.92	2.01	2.11	2.21	2.32	2.43	2.55	2.67
Average Selling Price (Excl. Fixed Cost) (R/kWh)	1.42	1.53	1.75	1.87	1.96	2.06	2.16	2.26	2.37	2.49	2.61	2.74
Average Selling Price (Incl. Fixed Cost) (R/kWh)	1.51	1.63	1.86	1.99	2.08	2.18	2.29	2.40	2.51	2.63	2.76	2.89
Percent of Monthly Income												
Very Low Income	7.39%	7.66%	8.41%	8.65%	8.71%	8.78%	8.85%	8.92%	8.99%	9.06%	9.14%	9.21%
Low Income	6.90%	7.15%	7.85%	8.07%	8.13%	8.19%	8.26%	8.32%	8.39%	8.46%	8.53%	8.60%
Middle Income	5.75%	5.96%	6.54%	6.73%	6.78%	6.83%	6.88%	6.94%	6.99%	7.05%	7.11%	7.16%
High Income	5.87%	6.09%	6.68%	6.87%	6.92%	6.97%	7.03%	7.08%	7.14%	7.20%	7.26%	7.32%

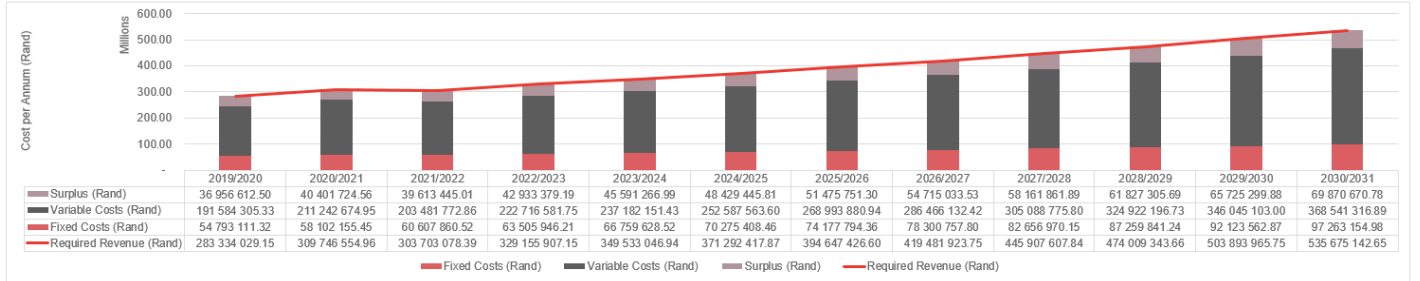


Figure 31 – Annual forecast: Witzenberg levy Model (20% PV penetration – 15% export – Most probable case)

## Appendix C: Load Flow Ceres, Tulbagh, Wolsey

In diversity there is beauty  
and there is strength.

MAYA ANGELOU

Document prepared by:

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#### **4.2.2 Policy for designing of container dwellings in the Witzenberg area (15/4/P)**

Memorandum from Manager: Town Planning and Building Control, dated 18 January 2022:

##### **"Background**

To consider the adoption of a policy for container homes. The proposed policy is attached as **annexure 4.2.2**.

##### **Need**

There has been a trend in recent times toward so-called "tiny homes". This trend here in South Africa is mainly due to financial reasons, because the cost of conventional building practices is simply too high for many people. A popular option is the conversion of a decommissioned shipping container into a liveable dwelling.

It has therefore become necessary for the municipality to provide guidance to applicants with regards to the building requirements for container dwellings."

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Policy for the designing of container dwellings in the Witzenberg area be approved.

Die volgende aanbeveling was aan die Uitvoerende Burgemeesterskomitee voorgelê:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Beleid vir die ontwerp van vraghouerhuise in die Witzenberg-area goedgekeur word.

The Executive Mayoral Committee resolved on 20 June 2022 to recommend to Council:

that the matter in respect of the policy for the designing of container dwellings be held in abeyance and referred to the Council workshop meeting for discussion and a recommendation to Council for consideration.

#### **RECOMMENDED**

*For consideration.*



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## POLICY FOR DESIGNING OF CONTAINER DWELLINGS IN THE WITZENBERG AREA

### GENERAL PRINCIPLES AND PLAN SUBMISSION:

1. **INTRODUCTION**
  - 1.1 Witzenberg Municipality has prepared this short guide to advise Owners & Designers regarding the minimum requirements for their proposed container dwellings.
  - 1.2 The aim is to ensure that the container will not be erected in such a manner or will be of such nature or appearance that-
    - (a) The area in which it is to be erected will probably or in fact be disfigured thereby;
    - (b) It will probably or in fact be unsightly or objectionable;
    - (c) It will probably or in fact derogate from the value of adjoining or neighbouring properties;
    - (d) Will probably or in fact be dangerous to life or property
  - 1.3 No containers is allowed to be erected in the main street of towns.
  - 1.4 Container homes shall conform to the prescripts of the National Building Regulations and Building Standards Act, Act 103 of 1977.
  - 1.5 The applicant needs to submit the adjoining neighbours' consent with the application as identified by the local authority.
  - 1.6 No container to be erected in such a way that it obstructs free vehicular access of at least 5.5m from the road kerb face to a property.

### GENERAL DESIGN GUIDELINES:

2. **PLATFORM**
  - 2.1 A concrete strip foundation & brick or concrete sub-wall to the container(s) footprint(s) is required.
  - 2.2 A minimum height of 200mm from the natural /finished ground level to the top of the surface bed is required.
  - 2.3 Should the container be raised above the ground level on a sloping site, the height between the natural / finished ground level to the top of the surface bed at the lowest point to be a maximum of 1,5m.
3. **WALLS**
  - 3.1 The municipality may require all visible parts from the public view area of the individual container elevation, excluding openings (glazed doors & windows & open terraces / balconies), to be clad in materials commonly associated with residential buildings.

3.2 Preferred material for cladding: Fibre Cement Shiplap / Vermont Planks, Natural Timber Planks, Natural Pre Painted Steel Sheeting, Field Stone, Pre-cast Cement items ( REVELSTONE osa ), in various profiles, Fibre Cement Flat Sheets .

3.3 The remaining exposed container envelope is to be painted.

4. **ROOFS**

4.1 All containers are to receive a roof as follows:

4.2 Mono-pitch Roofs: pitch between 3 & 15 degrees, the higher portion is to over sail the container envelope by minimum 1000mm.

4.3 Double Pitch Roofs: pitch between 25 and 45 degrees, the eave may be chipped, or overhang by maximum 1000mm (including gutters where applicable).

4.4 Roof Covering: pre-painted steel sheeting in various profiles

5. **DESIGN MERIT**

5.1 In addition to the above requirements, each proposal will be considered on merit and design, having due regard to the prescripts of section 7 of the National Building Regulations and Building Standards Act, Act 103 of 1977

### **4.3 Direktooraat Gemeenskapsdienste / Directorate Community Services**

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

A memorandum from the Acting Manager: Socio-Economic Development, dated 30 May 2022, is attached as **annexure 4.3.1**.

The Executive Mayoral Committee resolved on 20 June 2022 to recommend to Council:

- (a) that approval be given for leasing of the building in Pine Valley Wolseley (portion of plot 1) for a period of three years with an option of renewal for a further three years on the discretion of the municipality.
- (b) that the property that is to be leased, is not required for the provision of a minimum level of basic services [MFMA Section 14.2(a)].
- (c) that the property be leased "voetstoots".
- (d) that the fair market value not be applicable due to the economic and community value that is received in exchange for the lease of the asset [MFMA Section 14.2(b)]. Council to consider exemption of rental charges and that only municipal services be paid for the building on condition that the municipality leases the building as it is and that the lessee does all repair and applicable maintenance work to the building.

#### **RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

- (a) *that approval be given for leasing of the building in Pine Valley Wolseley (portion of plot 1) for a period of three years with an option of renewal for a further three years on the discretion of the municipality.*
- (b) *that the property that is to be leased, is not required for the provision of a minimum level of basic services [MFMA Section 14.2(a)].*
- (c) *that the property be leased "voetstoots".*
- (d) *that the fair market value not be applicable due to the economic and community value that is received in exchange for the lease of the asset [MFMA Section 14.2(b)]. Council to consider exemption of rental charges and that only municipal services be paid for the building on condition that the municipality leases the building as it is and that the lessee does all repair and applicable maintenance work to the building.*

AAN / TO: MUNICIPAL MANAGER  
VAN / FROM: ACTING SOCIO-ECONOMIC DEVELOPMENT MANAGER  
DATUM / DATE: 30 May 2022  
VERW. / REF.: 7/1/4/1

---

**MUNICIPAL BUILDING FOR RENTAL PURPOSES IN WOLSELEY: OLD MALIKHANYE CRECHE BUILDING  
IN PINE VALLEY, PORTION OF ERF 1**

**1. Background**

The building was unoccupied since March 2020 and have been vandalized. Subsequently the rental for the building was advertised in March 2022 with the following criteria:

- Only applicants that is a registered NGO or NPO will be evaluated
- Proposal must include a plan of operations (business plan), with a summary of activities that will occur inside the building
- Only residents of Witzenberg Municipal area will be allowed to apply
- The applicant must be in possession of a valid South African identification document
- Operations inside the building must benefit the community

**2. Applications**

A total of 4 applications were received.

**3. Application evaluation**

The applicants who applied are indicated in the framework below. The application forms, business plan and supporting documents are attached.



Organisation name	Applicant is a resident of Witzenberg Municipal area?	Business Plan description/Overview of initiative	Operations inside the building benefit the community?	Additional comments
Boland Hospice	Yes	<ul style="list-style-type: none"> <li>- Applicant want to have a site for admin and training of community health workers that works in the area</li> <li>- Utilise the space as a satellite venue for family planning, women and child health (immunisation) and other services such as HIV testing and counselling</li> <li>- Support groups for the community (example breastfeeding club), adherence to chronic medication</li> </ul>	Yes	<ul style="list-style-type: none"> <li>- Applicant is operational in Witzenberg for 16 years</li> <li>- See attached documentation</li> </ul>
Pine Valley Neighborhood Watch	Yes	<ul style="list-style-type: none"> <li>- Want to utilise the building as a community safety quarter for the community in order to make a difference, as they do not have any place to drive their initiative from. The facility will enable them to be much more efficient and effective in their community crime prevention efforts</li> <li>- The applicant also want to utilise the building for the members to be mobilised for crime prevention initiatives, as there is an increase in crimes such as murders, armed robberies, drug dealing, house breakings and theft, cable theft, assault, domestic violence, rape and vandalism of community assets. In the case of an emergency the members are being mobilised for quick response.</li> <li>- Local citizens of the community are involved in the Pine Valley neighbourhood watch, which consist of +- 40 male and female members. The neighbourhood watch work together with local police, GPF and law enforcement.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>- Applicant is operational in Witzenberg for 2 years</li> <li>- See attached documents, including Municipal letter of support for accreditation</li> <li>- Applicant submitted a request for accreditation from Dept. of Community Safety.</li> </ul>
Shepard House Ministry of South Africa	Yes	<ul style="list-style-type: none"> <li>- Applicant want to establish an aftercare centre</li> <li>- Applicant want to accommodate the Pine Valley Neighbourhood watch during weekends</li> <li>- Want to develop youth</li> <li>- Want to work together with other role players</li> </ul>	Yes	<ul style="list-style-type: none"> <li>- Applicant is not operational; need a plot or building to operate from.</li> <li>- See attached documentation</li> </ul>
Epping Assembly of God	<ul style="list-style-type: none"> <li>- No. Applicant reside in Epping, Cape Town, but they own a church property in Pine Valley</li> <li>- The Epping Assembly of God church conducts weekly church services in Pine Valley and regular events in the Pine Valley Community Hall</li> </ul>	<ul style="list-style-type: none"> <li>- Applicant want to establish a permanent presence in the community, by erecting church facilities on their already acquired piece of land in Pine Valley</li> <li>- Applicant therefore want to utilise the Municipal building in order to operate from a fixed base for their ongoing ministry, whilst their building is being erected.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>- Applicant's main base is not situated in Witzenberg, but in Epping, Cape Town.</li> <li>- Applicant is operational in Witzenberg for 15 years</li> <li>- See attached documentation</li> </ul>

**4. RECOMMENDATIONS:**

- a) That the Committee for Community Development provide inputs regarding the above mentioned proposal(s) and recommend a potential lessee(s) to the Mayoral Committee
- b) That Council gives approval for leasing of the building in Pine Valley Wolseley (portion of plot 1) for a period of 3 years, with an option of renewal for a further 3 years on the discretion of the Municipality.
- 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 property be leased "voetsoots"
- e) 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 and that only municipal services be paid for the building, on condition that the Municipality lease the building as it is, and that the lessee do all repair and applicable maintenance work to the building.

Submitted by:



.....  
**Riaan Fick**  
 Acting Socio-Economic Development Manager



.....  
**David Nasson**  
 Municipal Manager

**CALL FOR PROPOSALS: LEASE OF MUNICIPAL BUILDING ON PORTION OF ERF 1, PINE VALLEY: OLD MALIKHANYE CRECHE BUILDING**

Witzenberg Municipality is calling for proposals for the lease of portion 1 of Erf 1, Pine Valley: the Old Malikhanye crèche building. Registered organisations are invited to apply.

**Criteria**

- Only applicants that is a registered NGO or NPO will be evaluated
- Proposal must include a plan of operations (business plan), with a summary of activities that will occur inside the building
- Only residents of Witzenberg Municipal area will be allowed to apply
- The applicant must be in possession of a valid South African identification document
- Operations inside the building must benefit the community

**Application process**

- Application forms for applicants will be available at all Municipal Offices, all municipal libraries and the official website: [www.witzenberg.gov.za](http://www.witzenberg.gov.za) (Application form for Municipal property)
- The prescribed "Application form for Municipal property" must be completed and handed in together with the following supporting documents (Certified copies of ID, Business Plan/ Operations plan & NGO/NPO registration documents) of in a clearly marked, sealed envelope, ONLY at the Archives Division in Ceres (Municipal head-office); or submitted via email: [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za)
- Clearly indicate on the application form (and the sealed envelope) that application is made for the Old Malikhanye crèche building.
- Applicants whose application forms and business/operations plan meet the criteria will be shortlisted

**APPLICATIONS CLOSE 10 MARCH 2022 AT 16H00.**

For queries contact Mrs Marinda Muller at [marinda@witzenberg.gov.za](mailto:marinda@witzenberg.gov.za) or 023-316-1854.



### 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)**

<b>Information of applicant (to whom correspondence will be sent):</b>		
<b>Date of application:</b>	17 March 2022	
<b>Contact Person:</b>	Alida Theron	
<b>Entity of applicant</b> (Company, Sole Proprietor, Partnership, Co-operative, NGO, Individual)	NGO	
<b>Address:</b>	29 Lyellstreet, Ceres	
<b>Postal address</b>	PO Box 1318 Worcester, 6850	
<b>Contact Number:</b>	066 274 8388	<b>Email</b> manager@bolandhospice.org

**B)**

<b>Is the Application for:</b> (mark with an "x")	<b>Is the application for:</b> (indicate with "yes" or "no")	<b>Description of land applied for</b> (erf number or location or street number or name of building)
<b>Vacant Municipal Land</b>	<b>Renting?</b> NO	
	<b>Buying?</b> NO	
<b>Municipal land with occupied buildings on and/or with available space</b>	<b>Renting?</b> YES	PORTION OF ERF 1, Pine Valley, Wolseley. Old Malikhanye Creche Building
	<b>Buying?</b> NO	

**C)**

<b>Short description of proposed plan for the applied municipal land (you may attach additional information to this document)</b>
See attached please.

**D)**

<b>What municipal services is needed for the business at the Municipal land? (mark with an "x")</b>	
<b>Electrical connection</b>	X
<b>Water</b>	X
<b>Sewage</b>	X

**E)**

<b>How will the proposed project on the municipal land be funded? (mark with an "x")</b>	<b>Describe indicated funding</b>
<b>100% own funding</b> X	Funded by Department of Health. We have three contracts with DOH for the Witzenberg area delivering health services to the community.
<b>Partially funded</b>	
<b>No funds available</b>	

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?	16 YEARS
What is the monthly income of the business/entity? (before expenditure)	+/- 1 MILLION per month
What is the total monthly expenditure?	+/- 1 MILLION per month
Provide a short overview of the monthly expenditure items	Salaries, administration, rent, communication, vehicles, petrol, insurance, uniform, stationary, supplies
How many employees work in the business /entity?	220
How many clients or contracts do you service or sell products to per month?	Service the whole community of Pine Valley. Door to door screenings and basic care to patients. Also support groups.

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](mailto:admin@witzenberg.gov.za)

JOHANNA ALIDA THERON  
FULL NAME IN BLOCK LETTERS

SIGNATURE

DATE

18/3/22

**BOLAND HOSPICE**

**Utilization of Portion of Erf 1, Pine Valley, Old Malikhanye Crèche Building.**

**Boland Hospice wish to utilize the building in the following manners:**

- **To have a site for admin and training of CHW's (Community Health Workers) that works in the area. Currently they have no protection from the weather and no space to treat patients in confidentiality**
- **Utilize the space as a satellite venue for family planning, women and child health (immunization) and other services such as hiv testing and counselling**
- **Support groups for the community example: breastfeeding club, adherence to chronic medication**
- **Arrange community outreaches**

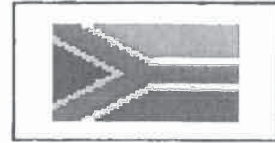
**SEE Work plans attached for detailed information.**

**Boland Hospice is the extended arm of health care services in the community.**

## 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:							

G.P.-S. 012-0123



## CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that .....

**Boland Hospice**

.....  
(name of the nonprofit organization)

meets the requirements for registration.

**28 July 2006**

The organisation's name was entered into the register on .....  
(date)

Registration number

**050-468-NPO**

Director's signature

*M. Bde*

**28 July 2006**

Date .....

Department of Social



Development



## TAX COMPLIANCE STATUS

### PIN Issued

BOLAND HOSPICE  
PO BOX 62  
WORCESTER  
6849

Enquiries should be addressed to SARS:

#### Contact Detail

SARS  
Alberton  
1528

Contact Centre Tel: 0800 00 SARS (7277)  
SARS online: [www.sars.gov.za](http://www.sars.gov.za)

#### Details

Taxpayer Reference Number: 9671977149

Always quote this reference  
number when contacting SARS

Issue Date: 2021/12/14

Dear Taxpayer

### TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Boland Hospice Npc
Trading Name	BOLAND HOSPICE
Tax Reference Number(s)	IT - 9671977149 Vat - 4700239421 PAYE - 7020760692
Purpose of Request	Good Standing
Request Reference Number	0008041307GS1412211003494
PIN	DF3115322G
PIN Expiry Date	14/12/2022

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

Name:	BOLAND HOSPICE	Timestamp:	30/03/2023
Tax reference No:	9671977149	Year:	2021
Form ID:	RFD TCS	Page of Page:	01/01
Current Version:	v2013.01.01	Template version:	v2013.01.01

I.D.No. 690906 0018 08 8

S.A. BURGER/S.A. CITIZEN

GEREGISTREERDE WOON- EN POSADRES

Bewaar die bewys van u GEGISTREERDE WOON- EN POSADRES in hierdie sakkie.

Indien u van adres verander het of indien besonderhede van u huidige adres, bv. straatnaam en/of nommer, eers verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING wat in die sakkie aaslewinge identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek distrikantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

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.

VAN SURNAME  
**THERON**

VOORNAAMTE(S) EN NAME(S)  
**JOHANNA ALIDA**

GEREGISTREERDE DISTRIKT OF LAND  
DISTRICT OR COUNTRY OF BIRTH  
**SUID-AFRIKA**

GEREGISTREERDE D.O.M.  
DATE OF BIRTH  
**1969-09-06**

DATE WHEN ISSUED  
**2005-07-05**

WIGKEER, OPDRAG VAN DIE  
DIRECTOR-GENERAL  
BINNELANDSE SAKE

SAKKE-AUTORITEIT VAN DIE  
DIRECTOR-GENERAL  
BINNELANDSE SAKE




Eh, seker dat hierdie dokument 'n ware afnukskied is van die  
i, certify that this document is a true reproduction of the original

oorspronklike wat deur my persoonlik gesigtig is en dat volgens my  
which was examined by me and that from my observations, the

waarnemings, die oorspronklike nie op enige wyse gewysig is nie.  
original has not been altered in any manner

R.W. PIENAR  
0923637-0

# Annexure A5

## Western Cape Government: Health District Health Services : Comprehensive Health Programmes Annexure A5: Business Plan / Project Work Plan, Declaration of Interest & Budget

District Health Dept Contact Person:	Kathy Lucas	Fax:	
Telephone:	023-3488100	E-mail:	Kathleen.Lucas@westerncape.gov.za

Project Name	Integrated Community Services: Intermediate Care Facility, Home and Community Based Services, Wellness Site and HIV Testing Services	Operational Sub-Structure	Breedevalley
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1. Organisational Details				
Service Provider	Boland Hospice	PO Box 1318	4771 Haarlemstreet	
Contact Person	Alida Theron	Worcester	Worcester	
Telephone	023-3424816	6849	Physical Address	
Fax	023-3475236		6850	
E-mail	manager@bolandhospice.org			

2. Organisational Status				
NPO No.	050-468 NPO and NPC 2006/017493/08	(Section 18A Status – PBO 9300 22466)		
Banking Details	Account Name	Boland Hospice	Company	Price Waterhouse Coopers
	Type of Account	Cheque	Registration No.	1998/012055/21
(a separate bank account for departmental funding from which Project finances	Name of Bank	ABSA	Address	PO Box 62
	Branch	Worcester		Corner Mountain & East Lake Road
	Branch No.	632005		Worcester
	Account No.	4061256103		6850
	Signatories	Alida Theron	Telephone	023-3465500
		Natasha Lesch	Fax	023-3465600

are to be operated)	Ronel du Plessis		E-mail	corne.darlew@pwc.com
<b>3. Staff Complement</b>				
Title	Name	Qualifications	Date of Employment	Experience
Project Manager	Alida Theron	<ul style="list-style-type: none"> <li>Bachelor Social Work</li> <li>HIV/AIDS care and counseling</li> <li>Leadership Development Programme</li> </ul>	10/06/2013	09/2016 to date - Management of Boland Hospice 2011 to date – Social Worker (management) 2013 to 2016 Patient Care Manager Boland Hospice 1997 to 2016 – Small business owner
Management/Supervisory Personnel	Natasha Lesch (Finance Coordinator)	<ul style="list-style-type: none"> <li>BComm Tourism (transport and business management)</li> <li>Currently Bcomm Fin Acc</li> </ul>	01/11/2009	Accounting to trial balance Financial reporting to Board and Funders Finance Coordination CIPC Reporting to SARS VAT201, EMP501 Assist auditors during financial audit
	Gail Brown (HR Coordinator)	Short courses in: <ul style="list-style-type: none"> <li>Basic Labour relations</li> <li>Managing HR</li> <li>Health and Safety</li> <li>Meeting and minute taking skills</li> </ul>	01/11/2004	New appointee shall: <ul style="list-style-type: none"> <li>Human Resources – day to day issues, recruitment, selection, disciplinary issues, volunteer management.</li> <li>Have an extensive appropriate Human Resource Administration and supervisory experience</li> </ul>
	A Jordaan	<ul style="list-style-type: none"> <li>Enrolled Nurse</li> <li>Monitoring and Evaluation Certificate</li> </ul>		Home Based Care Coordinator
	A Valentine	<ul style="list-style-type: none"> <li>Enrolled Nurse</li> <li>Monitoring and Evaluation Certificate</li> </ul>		Home Based Care Coordinator

	H Daniels	Famsa Counseling	01/04/2015	Counsellor Coordinator
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<p><b>Description of vision of project applied for:</b></p>	<p><b>The Vision of Boland Hospice:</b> <i>In partnership we will provide holistic health care for communities in the CAPE Winelands District together with public, private and NPO partners to ensure dignity and quality of life.</i></p>
<p><b>The Vision for the project:</b></p>	<p>To ensure the wellness of the communities in the geographic areas of Witzenberg Boland Hospice aims to render comprehensive integrated person-centred services which include household screening, promotion of wellness, rehab care, chronic care and supportive self-care through the Home Based Care programme linking with both the Counselor Services, Community Orientated Primary Care (COPC) and Intermediate Care Facility and other NPO's to ensure that the linkage between services increase to better community outreaches and outcomes for community members. Boland Hospice aims to establish two wellness "hubs" /sites in the communities of Riverview and Roodewal to bring health care to the people, deliver services in the community and refer patients to the Primary Health Care Facility (GGS40) serving these communities.</p>
<p><b>Boland Hospice aim to provide the following:</b></p>	<p><b>Integrated teams:</b> We will bring together communities with Home Based Care Services, COPC, Counsellor Services, Intermediate Care and all other relevant NPO's and organizations including government departments. They will provide cover to prevent illnesses and also manage those patients identified as needing health and care support.</p> <p><b>Home Based Services:</b> Health Care staff and other role players will work as part of an integrated team which will provide care of up to six weeks of support to those who can benefit to a "jump-start" back to independence. As a result patients will receive better more coordinated services in their home. These teams will support people to stay at home and avoid hospital admissions. The Home Based Care team will visit as often as required per patient care plan and provide a range of support including rehab advice visits.</p> <p>The Home Based Care programme will include Nursing staff as well as Community Health Workers (CHW's). The CHW's will be supervised by Community Based Coordinators working from Monday to Friday flexi-time. Prevention of illness and promotion of wellness will be conducted on a daily basis also including Home screenings and referral of identified patients to the Primary Health Care Facility or Intermediate Care Facility as directed by the need identified. Referrals will also be made to the Counsellor Services to support with adherence in the community.</p> <p>Home Based Care will also follow up on referrals received from the Primary Health Care Facilities, Intermediate Care Facility or from any other relevant role player, feedback will be given after follow up. Rehab patients discharged from the Intermediate Care Facility will be supported for a period of six weeks after discharge with feedback given to the multi-disciplinary team at Worcester Hospital on a weekly basis.</p> <p>Home Based Care nursing staff and Community Health Workers will refer identified patients to the Intermediate Care Facility for services such as wound care, adherence, palliative care and also respite to mention some of the services. Home Based Care will support the Intermediate Care Facility to attain the required Bed Utility Rate.</p> <p>Home Based Care will also manage the community "hubs"/wellness sites where community members can access prevention and primary care services they previously had to travel to. Counsellor Services will be integrated at the sites and from time to time other role players such as Department of Social Development will be invited to</p>

<p>deliver services at the site. The 1<sup>st</sup> 1000 days will form part of the focus of Home Based Care in 2020/21. Community Health Workers were trained and are well equipped to monitor the development of children according to the Road to Health booklet.</p> <p>Home Based Care Services will build relations with the Primary Health Facilities in their areas and work close with the facilities on a daily/weekly basis as the need may be. Nursing staff of Boland Hospice will also be allocated to in partnership with the PHC's deliver services and outreaches/campaigns as identified from time to time. Home Based Care will continue support to the mental health ward at Worcester Hospital to trace and support patients in the communities, weekly ward rounds are attended.</p> <p>Through prevention and early intervention we want to:</p> <ul style="list-style-type: none"><li>• Support people to keep themselves healthy and live, age and stay well</li><li>• Enable more people to live independently for longer</li><li>• Create the right health and support in the community in order to reduce pressure on our hospitals and Primary Health Care Facilities</li></ul>	<p><b>Counsellor Services</b></p> <p>Counselling Services will start a process of change during the 2020/21 year. Although no model in place for the transformation of the service Boland Hospice will aim to start to implement the process of mobilizing counsellors into the communities and out of the facilities. The focus for the Counselling Services will also shift from testing to more counselling including adherence counselling for illnesses such as TB, diabetes and other chronic illnesses. Counsellors will work alongside the Home Based Care team to identify and also cross refer patients for services. Counsellors will also link with the Intermediate Care Facility to provide services within the ICF.</p>
	<p><b>Intermediate Care Facility</b></p> <p>A wide variety of patients will benefit from the professional medical, nursing and therapeutic care provided at the sub-acute and Rehabilitation facility with the capacity of 18 beds at Boland Hospice.</p> <p>Our approach to care is holistic; with a doctor, professional nurses and appropriate therapists working together in multi-disciplinary teams to provide professional treatment and compassionate care designed to meet the needs of each individual patient.</p> <p>The ICF provides comprehensive and individualized person-centred health care, rehabilitation services and palliative care to individuals to promote their functional status and independence. The ICF provides active treatment in the least restrictive setting and includes all needed services for the individuals whose physical condition requires services on a regular basis that are above the level of Home Based Care and provided in a facility which is equipped and staffed to provide appropriate services. Therapists providing services to patients may include a physiotherapist, occupational therapist, speech therapist, dietitian and a social worker. Nursing care is provided by our team of professional nursing staff members, who are supported by trained care workers.</p> <p>Patients are discharged from hospital or referred from Primary Health Facilities, Home Based Care, Private Practitioners or other role players.</p> <p>Admission Criteria identifies suitable patients which are assessed and treated according to the care plan of the referral received. Patients can stay for between 14 and 42 days and upon discharge will be referred to Home Based Care for follow up and continuation of care in the community. Home Based Care Nursing staff attend ward round in the ICF on a weekly base to build relationship with the patient prior to being discharged home. Different role-players, NPO's and Government Departments are contacted to assist with the total care package which includes the physical, emotional, spiritual and social needs of the patient and families.</p> <p>Counsellor Services are referred to for assistance with adherence or HIV/AIDS testing. The patient will be linked with a counsellor working within the residential area he lives in to assure continuity of support after discharge from ICF.</p>

#### **Community "hubs"/Wellness Sites**

The mission of the Wellness site is to bring preventative care to the community, unite the community around better health and to bridge the community to health services and health education by being within walking distance for community members.

Boland Hospice will establish a wellness site Wolseley as well as Nduli which will offer a variety of clinical services including Health screenings (blood pressure, glucose, TB) as well as counselling services to support adherence and health promotion. The Wellness Site will also be used as centre for community outreaches and campaigns planned with the Primary Health Care Facility responsible for the specific geographic area. This site will only be operated on certain days which will be established in accordance with the Primary Health Care Facility and the aim is to build the capacity of such a site over the next few years to be a full time operated site in future. Boland Hospice will establish relationships with relevant role-players and NPO's within the communities to ensure a holistic approach to the community's health.

#### **Community Orientated Primary Care**

Boland Hospice supports COPC in geographic areas namely Bella Vista and Nduli. A Community Health Worker (also Attic trained and able to do HIV/AIDS testing and counselling) is allocated to work alongside the Professional Nurse of Department of Health. The Home Based Care team also support COPC by regularly meeting with the COPC Nurse and by participating in community outreached and campaigns initiated. The Community Health Workers are a direct link between the community members and the COPC as they can identify and refer as well as follow up and trace patients and also advocate the services rendered by the COPC.

# Addendum A

## Work Plan: Home Community Based Services 2021/2022

Work Plan Quarter 1-4	Name of Non-Profit Organization (NPO):	Reporting Month
Objective 1	Community mapping/household screening	Monthly reporting
	Number (No) of active community health workers (CHWs)	<ul style="list-style-type: none"> <li>Cape Winelands District Monthly NPO summary</li> <li>Data to be captured in SINJANI</li> </ul>
	Target	
	Amount of CHWs allocated to Non-profit organisation (NPO):	
	No of posts filled per month:	
Activities	<ul style="list-style-type: none"> <li>Geographic mapping per carer</li> <li>Households per ward</li> <li>Early Childhood Development (ECD) facilities</li> <li>Partners and NPO</li> <li>Alternative distribution sites</li> <li>High burden areas</li> <li>Daily household screenings</li> </ul>	<ul style="list-style-type: none"> <li>Data to be captured in SINJANI</li> <li>Geographic mapping and work plan visible in clinic.</li> <li>CHW to have their individual map.</li> <li>Number of support groups in community.</li> </ul>
Objective 2	Screening in accordance new flip file:	
	1 Mother and New-born	
	Pregnant woman:	
	<ul style="list-style-type: none"> <li>Screen and refer antenatal booking before 20 weeks</li> <li>Mom-connect all pregnant women</li> <li>Obtain a recall list of antenatal clients with expected date of delivery from clinic. CHW's to pay one visit during pregnancy to monitor the pregnancy and post-natal visit to inform them to visits the clinic within 3 to 6 days post-delivery.</li> <li>Obtain recall list from health facility, recall and link all high-risk babies (including: PMTCT, TB contacts, underweight and children discharge from hospitals)</li> </ul>	<ul style="list-style-type: none"> <li>Clinic to compile recall list, communicate list with NPO professional nurse for tracing and linkage to care.</li> <li>Report weekly on all recall lists to health facility.</li> </ul>
Activities		<ul style="list-style-type: none"> <li>Data to be captured in SINJANI</li> <li>NPO to attend monthly MRU (Monthly response unit meeting in the sub district)</li> </ul>

Funding period 2021-2022



	<ul style="list-style-type: none"> <li>Special Project e.g. Blanket Project.</li> </ul>		
2	<p><b>Child and Adolescent Health</b></p> <p>Screen all Children under 5 years</p> <ul style="list-style-type: none"> <li>Road to Health Booklet (RTHB) screening and refer deviations.</li> <li>Screen and administer Vitamin A</li> <li>Screen and administer deworming tablets.</li> <li>Perform mid upper arm circumference (MUAC) on all children under 5 years.</li> <li>Weighing of all children under 5 years at NPO</li> <li>COPC sites.</li> <li>Identify and refer at risk babies: Exposed to Human immunodeficiency virus (HIV), low birth weight</li> <li>Identify and promote monthly clinic follow-up visits for all children under 2 years.</li> <li>Document all administered Vit A and deworming in RTHB</li> <li>Recall all clients referred by PHC facility</li> <li>Arrange Child's Health community outreaches</li> </ul>	<ul style="list-style-type: none"> <li>Clinic to compile monthly recall list, communicate list with NPO professional nurse for tracing and linkage to care.</li> <li>Report weekly on all recall lists to health facility. (provide evidence)</li> <li>Vit A and deworming administration of all children under 5 years in the allocated geographic area.</li> <li>Arrange minimum of 1 outreach per month</li> </ul>	<ul style="list-style-type: none"> <li>NPO to attend monthly MRU (Monthly response unit meeting in the sub district)</li> <li>Data to be captured in SINJANI</li> <li>Provide outreach data to clinic and report quarterly</li> </ul>
3	<p><b>Women's Health</b></p> <ul style="list-style-type: none"> <li>Screen and refer Cervical screening for all women 30 years and older.</li> <li>Screen and refer women for Family planning</li> <li><b>Administrate family planning (NPO PN)</b></li> <li>Distribute female condoms</li> <li>Promote and provide Emergency contraceptive and pregnancy test (kept at NPO and administered by NPO PN)</li> <li>Screen and refer for TB</li> <li>Arrange community outreaches</li> </ul> <p><b>Recall all clients referred by PHC facility</b></p> <ul style="list-style-type: none"> <li>Pap smears</li> <li>Colposcopy</li> <li>At risk mothers</li> </ul>	<ul style="list-style-type: none"> <li>Clinic to compile monthly recall list, communicate list with NPO professional nurse for tracing and linkage to care.</li> <li>Report weekly on all recall lists to health facility. (provide evidence)</li> <li>Provide clinic with list of Emergency contraceptive administrated</li> <li>Arrange minimum of 1 outreach per month</li> </ul>	<ul style="list-style-type: none"> <li>NPO to attend monthly MRU (Monthly response unit meeting in the sub district)</li> <li>Data to be captured in SINJANI</li> <li>Submit data of pap smears done by NPO PN to clinics and quarterly feedback to District Office.</li> <li>Provide outreach data to clinic and report quarterly</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure adherence to all health facility appointments</li> </ul>			
4	<p><b>Men's Health:</b></p> <ul style="list-style-type: none"> <li>• Promote and refer men for Male Medical Circumcision (MMC).</li> <li>• Provide list with contact details of MMC candidates to private partner or clinic.</li> <li>• Provide a carer for 2 hours at MMC site to assist with logistics.</li> <li>• Screen and refer for general health conditions and complaints.</li> <li>• Screen and refer for TB</li> <li>• Distribute condoms</li> <li>• Arrange Men's Health community outreaches</li> </ul>	<ul style="list-style-type: none"> <li>• Clinic to compile monthly recall list, communicate list with NPO professional nurse for tracing and linkage to care.</li> <li>• Report weekly on all recall lists to health facility. (provide evidence)</li> <li>• Minimum of 1 per quarter</li> </ul>	<ul style="list-style-type: none"> <li>• NPO to attend monthly MRU (Monthly response unit meeting in the sub district)</li> <li>• Data to be captured in SINJANI</li> <li>• Provide outreach data to clinic and report quarterly</li> </ul>	
5	<p><b>Infectious Diseases:</b></p> <p><b>Tuberculosis (TB)</b></p> <ul style="list-style-type: none"> <li>• Screen and refer all household occupants for TB</li> <li>• Adherence support of TB / MDR clients referred by PHC facility</li> <li>• Contact management of TB – recall of contacts</li> <li>• Direct observation treatment tuberculosis / Human immunodeficiency (DOT TB/HIV) clients identified by clinic.</li> </ul> <p><b>Sexually Transmitted diseases: (STI):</b></p> <ul style="list-style-type: none"> <li>• Screen and refer all male and female for/with symptoms of STI.</li> <li>• Promotion of safe sex practices</li> <li>• Condom promotion</li> </ul> <p><b>HIV</b></p> <ul style="list-style-type: none"> <li>• Screen and promote Voluntary HIV counselling and testing</li> <li>• Promote safe sex practices</li> <li>• Condom promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Clinic to compile monthly recall list, communicate list with NPO professional nurse for tracing and linkage to care.</li> <li>• Report weekly on all recall lists to health facility. (provide evidence)</li> </ul>	<ul style="list-style-type: none"> <li>• NPO to attend monthly MRU (Monthly response unit meeting in the sub district)</li> <li>• Data to be captured in SINJANI</li> </ul>	

		<ul style="list-style-type: none"><li>Participate in World TB / Aids day and campaigns</li></ul>	
<b>Objective 3</b>	<b>Chronic Diseases:</b>		
<b>Activities</b>	<b>Adherence and support of Chronic patients:</b> <ul style="list-style-type: none"><li>Support at identified Alternative Distribution sites (AD)</li><li><b>Department of Health responsibilities towards the AD sites:</b><ul style="list-style-type: none"><li>Venue of sites and transport of medication to the sites.</li></ul></li></ul>		
<b>Objective 4</b>	<b>Treatment and Supported Self care</b>		
	<ul style="list-style-type: none"><li>Basic supported self- care to clients within community.</li><li>Supported Palliative care.</li></ul>	<ul style="list-style-type: none"><li>Total of new referrals – from where/facility is the referral</li><li>Number of Assessment done within 3 days after been referred form clinic by NPO professional nurse (PN).</li><li>No. of patients discharged after 6 weeks</li><li>Number of training to the primary care giver</li><li>Number of wound-care clients in care.</li><li>Total number of patients remains in care.</li><li>Total number of patients in palliative care and end of life care</li></ul>	<ul style="list-style-type: none"><li>Cape Winelands District Monthly NPO summary</li><li>Data to be captured in SINJANI</li></ul>
	1		
<b>Objective 5</b>	<b>School Health /nutrition/ School bus and Community Orientated Primary Care PN support</b>	<b>YES</b> <b>NO</b>	
<b>Activities</b>	1	<ul style="list-style-type: none"><li>Name of the CHW</li></ul>	
<b>Objective 6</b>	<b>Community Orientation Primary Care</b>		
<b>Activities</b>	<b>Community Orientation Primary Care in sub district</b>		
	The community health workers will be linked to the Wellness PN of Department of Health in the geographic area where the PN is stationed.		

		<p><b>NPO Community Orientated Primary Care:</b></p> <ul style="list-style-type: none"> <li>• PN or EN to support clinical activities / administrate within specific geographical areas focussing on:             <ul style="list-style-type: none"> <li>o Child health: immunisation, Vit A, Deworming and nutrition</li> <li>o Women's health: family planning</li> <li>o TB Support</li> </ul> </li> <li>• Support all health campaigns e.g. measles, HPV, Influenza</li> <li>• <b>NGO to support DOH with new Projects, pandemic or any code Orange related outbreaks.</b></li> </ul> <p><b>Administration:</b></p> <p>All data collection forms must be completed correctly and send electronically to facility.</p>	<ol style="list-style-type: none"> <li>1. Professional Nurse data captured in SINJANI.</li> <li>2. These outreaches focus area to be determined by PHC and clinic manager.</li> </ol>
<b>Objective 7</b>	<b>Administration and data collection</b>		
<b>Activities</b>	<ol style="list-style-type: none"> <li>1. CHWs to work minimum of 8 or 4.5 hours per day. Hours funded by DOH to be specified per CHW.</li> <li>2. Comply with weekly and monthly information Management reporting tools of DOH.</li> <li>3. To attend monthly MRU's per Sub-district</li> <li>4. Implement electronic data capturing reporting tool.</li> <li>5. Monthly data feedback to CHW's to monitor their performance and ensure validity of data. This performance must be link to their performance appraisal.</li> <li>6. Proof of performance appraisal available with monitoring and evaluation.</li> <li>7. Monthly submission of claims on 1st of each month to sub district.</li> <li>8. 1<sup>st</sup> of each month submission of an electronic copy of the NPO monthly data Annexure 6 to sub district office.</li> <li>9. <b>PHC LINK: Minutes of monthly meeting between NPO and clinic (Project Manager obligated to attend PHC link meetings)</b></li> </ol>	<p>Attach time sheets to salary slips indicating working hours.</p>	<ol style="list-style-type: none"> <li>1. Submission of NPO and PHC link meeting to CWDO.</li> <li>2. CHW per facility to support patient satisfactory survey during Q2</li> <li>3. NPO's to be compliant with data submission within the prescribed timelines as per Information Management data circular of 2020.</li> </ol>

		<p>10. Provide a CHWs per facility to support DOH with Client Satisfaction Survey during Quarter 2</p> <p>11. Provide organogram of CHWs linked to health facility in specific geographical area: Name of Co-ordinator, none professional and CHW link to a clinic.</p> <p>12. Ensure upskilling and induction of carers.</p> <p>13. PN working 8 hours; clinical; admin <b>80:20 ratio.</b></p> <p>14. Comply with DOH quality/financial Monitoring and Evaluation (M&amp;E) recommendation.</p>			
<b>Objective 8</b>		<b>Finance compliance:</b>	<b>Target</b>		
		<ol style="list-style-type: none"> <li>1. Claim to be submitted (correct and complete) on time to sub district- and district office on the prescribed timelines as per F21 financial instruction.</li> <li>2. Claims to be compiled as per finance instruction F21 of 2020.</li> <li>3. 95-100% budget expenditure. If not, provide reasons monthly and indicate budget plan how to utilise the funds.</li> <li>4. To keep an updated inventory book of all Department of Health equipment/furniture and computers purchases during funding period</li> </ol>	<p>Comply with set time limits 100% correct and complete claims. 95-100% monthly allocated budget expenditure.</p> <p>To keep an updated inventory book.</p>	<p>Compliance report kept by finance department of Cape Winelands District office.</p> <p>Book to be available during finance monitoring and evaluation session</p>	

10  
Funding period 2021-2022

## Work Plan: HIV Testing Services 2021/2022

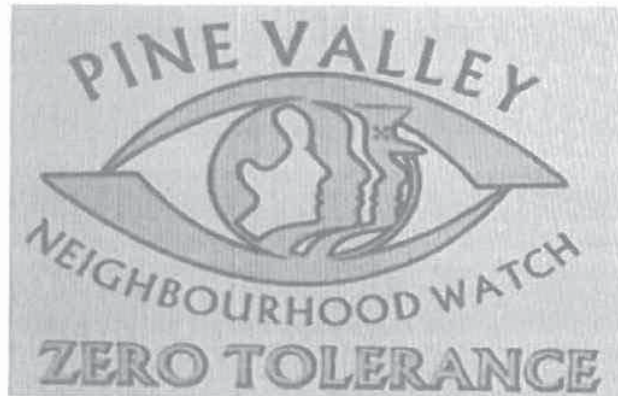
Work Plan –HTS Quarter 1-4	Name of Non-Profit Organization (NPO):	Reporting Month
<b>Objective 1</b>	<b>NPO Coordinator to coordinate the Counsellor Project in the Sub-District</b>	
<b>Activities</b>	<ol style="list-style-type: none"> <li>1 Coordinate the Facility Based Counsellors</li> <li>2 Mentoring and support of counsellors through biweekly clinic visits. Submission of monthly site visit report with monthly report/quarterly reports.</li> <li>3 Monthly feedback to counsellors with regards to reaching of monthly targets, incorporate reaching of targets in performance appraisal.</li> <li>4 Monthly verification of counsellor's data by NPO Coordinator before submission.</li> <li>5 Prepare and submit a year planner of monthly or quarterly outreaches in community or industries to CBS coordinator and District office. (comprehensive men's or women's' health package)</li> </ol>	
<b>Objective 2</b>	<b>Counselling and testing at Facility and in community</b>	
	<ol style="list-style-type: none"> <li>1 Daily counselling, screening and testing of all patients entering the facility for: HIV, TB, pregnancy and family planning as well chronic diseases and 1<sup>st</sup> 1000 days.</li> <li>2 Provide up to 3 follow-up session post HTS and newly chronic diagnosed patients.</li> <li>3 Provide ongoing appropriate supportive and behavioural counselling for chronic diseases and high-risk patients. Refer to appropriate level of care.</li> <li>4 HIV Counselling and testing during monthly or quarterly outreach and campaigns in communities</li> <li>5 Perform finger prick to draw capillary blood for HIV testing. Scope of practice Gov Notice DoH no 33188 of 14 May 2010 Circular HI156/2010</li> <li>6 Distribution of male and female condoms</li> <li>7 Counsel and motivate patients for MMC. MOM Connect</li> <li>8 Submit activity plans for counselling and testing of HIV in the community</li> </ol>	
<b>Objective 3</b>	<b>Health Talks</b>	
<b>Activities</b>	<ol style="list-style-type: none"> <li>1 Plan Health talk programme according to burden of disease / programme available in clinic</li> <li>2 Establish and maintain chronic support groups/ Co-facility chronic clubs.</li> </ol>	
<b>Objective 4</b>	<b>Finance, Budgeting and Human Resources</b>	
	<ol style="list-style-type: none"> <li>1. Claim to be submitted (correct and complete) on time to sub district and District Office, 1st of each month</li> <li>2. To use prescribed documents and to be signed as requested.</li> <li>3. Vat to be subtracted</li> <li>4. To use the correct fuel rates</li> <li>5. 95-100% budget expenditure. If not, provide reasons monthly and indicate how to utilise the underspend funds.</li> <li>6. To keep an updated an inventory of assets purchased Department of Health</li> <li>7. Compliance report kept by finance department of Cape Winelands District Office</li> </ol>	

Funding period 2021-2022

	<b>8. No vacant counsellor post to be filled during 2021/2022</b> 9. NPO management to communicate leave/training/absenteeism of counsellors to the facility managers. 10. NPO must inform substructure of disciplinary actions against counsellors. 11. Compulsory Performance management in line with work plan indicators of Doh. 12. Counsellors must be compliant with record keeping on standard DOH stationary. 13. NPO must include summary of supervisory visits in monthly/quarterly reports. 14. NPO must communicate challenges experienced to substructure and district office.			
<b>Indicators &amp; Targets</b>	<b>Indicators</b>		<b>Targets</b>	<b>Outcomes% Achieved</b>
	1	No of Facility Based Counsellors		
	2	No of support visits done by NPO counsellor coordinator. Quarterly visits of NPO Project Manager.	<ul style="list-style-type: none"><li>• Bi-weekly support visits. Monthly visiting plan of Coordinator to be submitted to CBS Coordinator and <b>with claim.</b></li><li>• Data to be verified.</li><li>• Reaching of targets to be monitored and link to performance appraisal. Provide written monthly report of these visits and action plans.</li></ul>	
	3	No of counsellors debriefing sessions per month	Submission of Employee Wellness Programme sessions and referrals.	
	4	No of patients tested for HIV	Minimum of 5 clients per day/ per counsellor and a personal progress logbook to be kept. NPO to submit monthly data to District Office. <b>20 workdays per month x 5 = 100 per counsellor/ month</b> <b>50% thus 50 people to be tested outside facility, in collaboration with COPC / CBS NPO = community testing</b>	
	5	No of patients receiving Facility Based Counselling (inclusive of other chronic diseases e.g. diabetes, hypertension, mental health TB/DR TB/ HIV/STI)	10 patients per day, per counsellor. Facility adherence and lost to follow indicator to improve. Focus on newly diagnosed TB clients	
	6	Number of health talks per day	1 per counsellor per day. Logbook to be kept and submission of data to be submitted to district.	
	7	Number of clients MOM connect	90% of clients with first booking. Data to be submitted to district office. Number of first booked patients to be included.	
	8	Number of MMC's referred and linked to care		

Funding period 2021-2022





## **Proposal Application – MalikhayneCrèchePineValley**

ContactPersons:Chairperson –EbenKamfer: 0633387545

Vicechair–WillemJanuarie:0795968098

Coordinator–KevinSwarts:0828851929

- 3 -

## 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:							



WITZENBERG

7/11/4/1

**AANSOEVORM VIR MUNISIPALE EIENDOM**

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	2022-03-17	
Kontakpersoon	Kevin Swartz	
Entiteit van applikant (Maatskappy, Alleenmantskap, Vennootskap, Koöperatief, NPO, Individue)	Pine Valley Neighbourhood watch	
Adres:	17 Buzaria Street, Pine Valley	
Pos adres	Wolsley 6830	
Kontaknommer	0828851929	Epos Kevin Swartz 0828851929

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?	—
Munisipale grond met besette gebou en/of met beskikbare spasie	Huur?	Ja
	Koop?	—

C)

Kort beskrywing van voorgestelde plan vir die aansoek om munisipale grond (u kan addisionele inligting in die dokument aanheg)

→ Pine Valley buurtweg wil gebou aanwend en gebruik as in gemeenskaplike kwartier vir die gemeenskap maar veral vir ons lede om te mobiliseer vir ons misdaad bekampings inisiatiewe en misdaad voorkoming inisiatiewe

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	—
Gedeeltelik befonds	X Gemeenskaplike bydraes of donasie
Geen fondse beskikbaar	—

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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?	twee (2) jaar
Wat is die maandelikse inkomste vir die besigheid/entiteit? (voor uitgawes)	Geen vaste inkomste Rxxxx-00
Wat is die totale maandelikse uitgawes?	R7200-00
Verskaf 'n kort oorsig oor die maandelikse uitgawes	=> Petrol/Brandstof is my grootste uitgawe maandeliks omdat ons voortdurend petrol gebruik doen agteruitruiding in ons gemeenskap, donker geklede
Hoeveel werknemers werk in die besigheid/entiteit?	Ons buurtweg het sowat 35 koeie
Hoeveel kliënte of kontrakte word gediens of produkte verkoop per maand?	Geen

H)

Die volgende dokumente moet aangeheg word aan die aansoek as die applikant 'n Maatskappy, Alleenmansaak, Vennootskap, Koöperatief of NPO is		
Besighedsregistrasie &/of belastingklaringsertifikaat	Is die dokument aangeheg?	Ja <input checked="" type="checkbox"/> Nee
Die volgende dokumente moet aangeheg word by alle aansoeke		
Gesertifiseerde kopie van ID (alle aansoeke)	Is die dokument aangeheg?	Ja <input checked="" type="checkbox"/> Nee
Besighedsplan (alle aansoeke)	Is die dokument aangeheg?	Ja <input checked="" type="checkbox"/> 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	N/T
Beskrywing van besigheid (indien aansoeker 'n besigheid/entiteit is) - Tipe besigheid, doelwitte van die besigheid/entiteit - Produk/diens wat die besigheid aanbied	Is hierdie ingesluit in die besighedsplan?	Ja/Nee	N/T
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	N/T
Bestuur - Ervaring van die eienaar/aansoeker - Kwalifikasies of opleiding ontvang	Is hierdie ingesluit in die besighedsplan?	Ja <input checked="" type="checkbox"/> 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	N/T
Bestuur ervaring - Ervaring in die voorgestelde projek - Enige opleiding ontvang in die veld van die voorgestelde projek	Is hierdie ingesluit in die besighedsplan?	Ja <input checked="" type="checkbox"/> 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](mailto:admin@witzenberg.gov.za)

KEVIN SWARTZ  
VOLLE NAME IN BLOKLETTERS

HANDEKENING

2022-03-17  
DATUM

(Scan + Berg)

121R



44, Ceres, 6835  
 50 Voortrekker St, Ceres, 6835  
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 ☎ +27 23 316 1877  
 ✉ admin@witzenberg.gov.za  
 www.witzenberg.gov.za

Verwysing/Reference:

Navrae/Enquiries: D Nasson

06 April 2022

The Chair Person Pine Valley Neighbourhood Watch  
 Mr Eben Kamfer  
 Pine Valley  
 84 Hope Street  
 WOLSELEY  
 6830

Dear Mr Kamfer


**RE: LETTER OF SUPPORT FOR ACCREDITATION OF THE PINE VALLEY NEIGHBOURHOOD WATCH**

We refer to the above matter and our engagement at the community meeting in Pine Valley Wolseley.

The Witzenberg Municipality endorses and fully supports the accreditation application of the Pine Valley Neighbourhood Watch. Pine Valley is one of the hot spot areas in terms of crime and at our recent community meeting it became clear that the women and children of Pine Valley are living in fear because of the crime and vulnerability to violence that has escalated in the area. It is a known fact that Wolseley SAPS is under capacitated in terms of Human Resources as well as patrol vehicles. The role that the Neighbourhood Watch, although still informal, plays in assisting SAPS and community members combating crime is commendable.

We have been advised that the Neighbourhood Watch has applied to the Western Cape Department of Community Safety for the accreditation of their Neighbourhood Watch in terms of the Community Safety Act of 2013. The Municipality wants to make a passionate plea that the accreditation be fast tracked and approved because it will be beneficial to the community of Wolseley.

Yours faithfully,

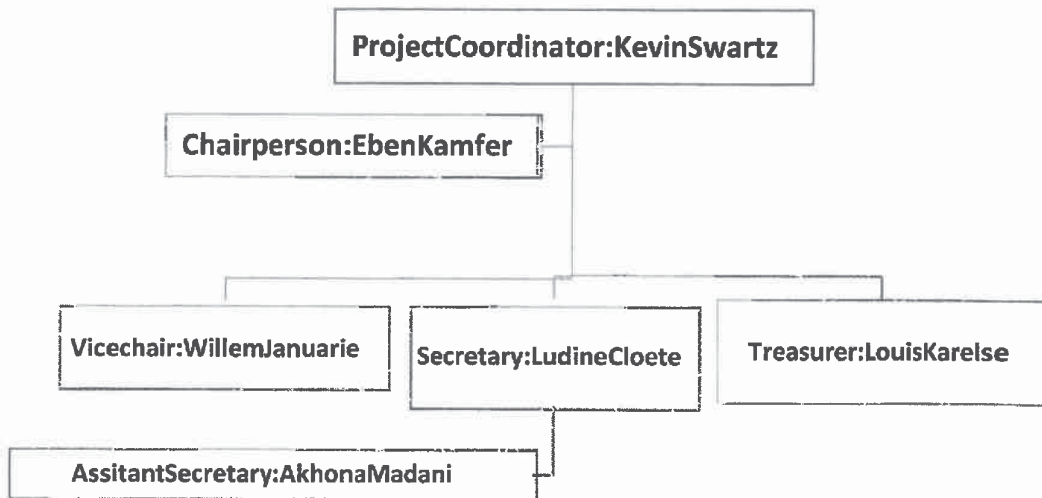
  
 DAVID NASSON  
 MUNICIPAL MANAGER



/mdk



## Management Structure



### Additional members

- ☐ **Esmeralda Maarman**
- ☐ **Maxwill 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

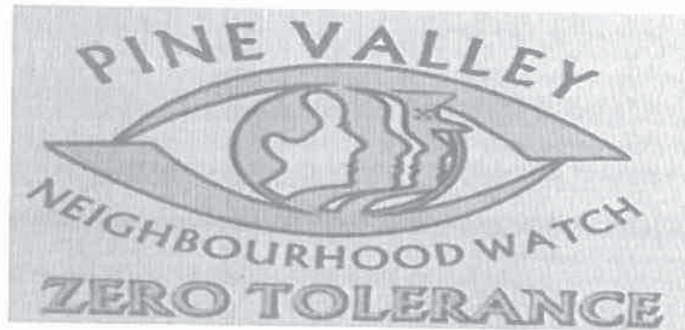
- ☐ Safer streets and homes, community and stronger relationships with law enforcement.
- ☐ Foster a spirit of public awareness within Pine Valley community regarding safety, crime prevention and the protection of community members and their property.
- ☐ Encourage the community to work closely with 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.

*'a good working relationship with your community's law enforcement agency is key to an effective neighborhood watch'*

## PINE VALLEY BUURTWAG



**Contact Persons :**

Chairperson – Eben Kamfer: 063 338 7545  
 Vice chair – Freddie Booysen: 074 654 5585  
 Coordinator – Kevin Swarts: 082 885 1929

10 Vincent street  
 Wolseley  
 6830

---

Geagte Mr/ Mev

Pine Valley buurtwag is toegewyd om van die Malikhanayne Crech gebou gedeeltelik te befonds vir die huur van die gebou. Ons glo die buurtwag se betrokkenheid en suksesvolle misdaad bekamping strategie help om 'n beter en veiliger samelewing en gemeenskap te bou.

Pine Valley buurtwag het nie 'n vaste maandelikse inkomste nie, omdat dit nie 'n besigheid is nie, maar 'n gemeenskap misdaad voorkomings organisasie is met die doel om misdaad te bekamp en te voorkom, ons werk saam met ons plaaslike polisie, GPF, wets toepassing en ander rolspelers om die doelwit te verwesenlik.

Die departement van gemeenskap veiligheid skenk n jaarlikse bedrag van R 10 000.00 aan alle buurtwagte om te help met misdaad bekampings strategië. Elke buurtwag is dan verantwoordelik vir sy eie finansiële onderhoud deur fondsinsameling projekte te reël of skenking aan te vra vir buurtwag.

Ons buurtwag is daartoe toegewyd om elke maand tenminste een fondsinsameling projek te hou ten bate van buurtwag en ook om te verseker dat gemeenskap veiligheid projekte volhoubaar is.

Die sukses van ons buurtwag is te danke aan ons lede se discipline, lojaliteit, toewyding ,opoffering en die doel om n veiliger gemeenskap vir al ons inwoners te verseker.

Ons het alle rolspelers se hulp nodig om die doel te verwesenlik, bv. Munisipaliteit, Polisie, GPF, wets toepassing en gemeenskap ontwikkeling.

Ons wil hiermee vir u bedank dat u gewillig is om ons aansoek te ontvang en te oorweeg ons het ook by ons aansoek aangeheg afskrifte van pititiese lys van mense wat ons buurtwag se aansoek ondersteuning uit gemeenskap.

Baie dankie byvoorbaat,  
Pine Valley buurtwag groete  
Ko-ordineerder: Kevin Swartz  
Kontak nr. 082 885 1929

South African Police Service



Suid-Afrikaanse Polisie

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





## 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
L. Cloete	PINE Valley	<i>L. Cloete</i>
<i>J.A. Ruben</i>	<i>J.A. NPK 4</i>	<i>J.A. Ruben</i>
M. Goliathi	Afrika str. 12	<i>M. Goliathi</i>
C. T. BORLAND	MADIBA STR 38	<i>C. T. Borland</i>
V. JOHANNES	ZWE LITSHA STR. 3	<i>V. Johannes</i>
D. OUPHANT	LOOPSTR 9. PINE-VALLEY	<i>D. Ouphant</i>
Mariana Andrews	Loopstraat 11	<i>M. Andrews</i>
Coloresia Arnolds	Loopstraat 7	<i>C. Arnolds</i>
Sarah Ncamile	Loopstraat 5	<i>S. Ncamile</i>
Macclize Hill	Loopstraat 4	<i>M. Hill</i>
Jhanna Munnik	Loopstraat 1	<i>J. Munnik</i>
Michael Phaswan	pine Valley 24 porter str	<i>M. Phaswan</i>
P. P. Numboko	PINE VALLEY PATER	<i>P. P. Numboko</i>
Portia Segel	26 Porterstr Pine valley	<i>P. Segel</i>
Elizabeth DAVID'S	29 PORTER pine valley	<i>E. David's</i>
Eveline Julius	19 Porter Street, P.V.	<i>E. Julius</i>
Anovuyo Mungau	22 Porter street	<i>A. Mungau</i>
Lumka Mungau	22 Porter street	<i>L. Mungau</i>
Jason Kitoane	32 Porter STR	<i>J. Kitoane</i>
<i>Abulopo Mili</i>	Madani STR 85	<i>Abulopo Mili</i>



## 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
Melisa 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. Vyt WFN
H. v. Rooy	Madani STR	H. v. Rooy
M. Adendorp	MADANI STR 30	M. Adendorp
Shaunice Paulse	Sultana street 19	S. Paulse
Pieter Olyn	Bosaria Str. 14	P. Olyn
Lindokuhle Moshani	Blomme str. 3	L. Moshani
CARMEN SWARTZ	MADANI STR 35	C. Swartz
MICHELLE Komaori	MADANI STR 39	M. Komaori
M. Dornick	Madani STR 45	M. Dornick
Chidmewe	Madani str. 41	Chidmewe
E Noble	Madani str 43	E Noble
C Mbadlo	Sultan str 21	C. Mbadlo
R. v. Westhuizen	Greenfields - 10	R. v. Westhuizen
Lee BRITIN	11th Street	Lee Britin
Ferdina Munnik	7 Peace Street	F. Munnik



## Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Rolan Botha	Pine Str 210	R. Botha
Elmine mars	Boszarina str 21	E. mars
Merelline mars	Boszarina str 21	m. mars
Daniël mars	Boszarina str 21	D. mars
Chester mars	Boszarina str 21	C. mars
Kerth Slamet	Hope St 30	K. Slamet
Katriana Segeys	LAKASIE Street B3	K. Segeys
Wilma Frans	Boszarina Str. 10	W. Frans
Ni Mini	Madani 220	N. Mini
Paulina Bless	Boszarina Str. 19	P. Bless
Thami Bless	Boszarina Str. 19	T. Bless
Gyonne Mars	Boszarina Str. 19	G. Mars
Lizel Gundana	Boszarina Str. 18	L. Gundana
Makwedini Gundana	Boszarina Str. 18	M. Gundana
Alton Maria Sigila	Boszarina Str. 16	A. Sigila
Monique Stoffels	Boszarina str 8	M. Stoffels
Maria Struts	Pine str 8	M. Struts
Lia Martin	Boszarina Str. 3	L. Martin
Tamlyn Speedman	Saltara Str 4	T. Speedman
Tonirishia Kestoor	Saltara Str 7	T. Kestoor



## 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	Zwelitcho str. 16	E. Bless
Maria Filander	Bosbou Khutjieskraal	M. Filander
Colin Bless	Sultana Str. 15	C. Bless
Randall Vermeulen	Bloekomlaan	R. Vermeulen
Sophie Samela	Zwelitcho str. 12	S. Samela
Julene Cedras	Zwelitcho Str. 10	J. Cedras
Esmerelda Solomons	Zwelitcho str. 16	E. Solomons
Aletta Jacobs	Zwelitcho str. 7	A. Jacobs
Vivian Munguthu	Thandani str. 36	V. Munguthu
Margrieta Magasie	Zwelitcho str. 8	M. Magasie
Emily Ndaga	Zwelitcho str. 5	E. Ndaga
Lewis Ndaga	" " "	L. Ndaga
Magdalena Julius	" " "	M. Julius
Peter Julius	" " "	P. Julius
Emile Swartz	" " "	E. Swartz
ANDREW ROBERTS	" " "	A. Roberts
Goular NAZIER	Zedani STR	G. Nazier
Anelle Red	Anker	A. Red



## 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
Uzelle van Wierles	Madiba 41	
AMANDA NAMANE	Masib 40	
Susanna Swarts	Madiba 16	S. Swarts
Ronel 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 5	D. PAPA
TYRONE WITNESS	Loop-STRAT	T. WITNESS
ANDRE CEDRAS	MASIBULENE 29	
Anita Fortuin	MPK 9	A. Fortuin
Baruldine Bostander	Zolani str 3	
Noluthando Mizale	Zolani str 3	A. Bostander
Ansie Bostander	Afrika str 1	N. Mlamale
Florence Khawu	Zolani 0NS	
Simplice Ngwane	2K 142 3	
Francina Mphahlele	B2-olani	F. Mphahlele
DAZINI	Zolani No 15	
Pamella Swangwa	Matheos str. 12	
Ferhn Majoor	Church Str. 10	



## 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
<i>Petrus Mlodib</i>	11	<i>P. Mlodib</i>
Jontas Cbele	Vigilante Str. 14	J. Cbele
Mia Sigila	Vigilante Str. 10	M. Sigila
Miasa Dugal	Pine Straat 1	M. Dugal
Vera Lieman	Pine Straat 10	V. Lieman
Belinda Lieman	Pine Straat 10	B. Lieman
Lu-Inge September	Pine Straat 10	L. September
Ronaldo Lieman	Pine Straat 10	R. Lieman
Khaya Steenkamp	Pine Straat 10	K. Steenkamp
Zyanda Louw	Pine Straat 12	Z. Louw
Andrew Louw	11	<i>Andrew Louw</i>
S. Baleni	11	<i>S. Baleni</i>
Veresca Crote	Pine Str. 6	V. Crote
August Wolde	Pine Sultana Str. 21	<i>A. Wolde</i>
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 5	V. Tshuic
Mary Huisies	Boszarla Str. 12	M. Huisies
Dorothea De Bruin	Pine Straat 20	D. De Bruin



## Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
A. MADANI	Pine Valley Porters	A.J. M
T. Lieman	17 Porterstraat	T. Lieman
J. Lieman	17 Porterstr	J. Lieman
T. Lieman	16 Porterstr	T. Lieman
C. KESTOOR	7 Juliana Str	C. Kestoor
V. XWESO	6 Blommeste	V. Xweso
Natasha Carolus	Porterstraat 15	N. Carolus
Billu Van Rooyen	Porterstraat 14	B. V. Rooyen
Rebecca Van Rooyen	Porterstraat 14	R. V. Rooyen
H. S. Gila	Porter Str 15	H. S. Gila
J. S. Gila	Zolani St 9	J. S. Gila
T. Munnik	Madani 92	T. Munnik
R. Bastander	Porter Str 13	R. Bastander
J. VAN Merwe	1 Blommeste	J. Van Merwe
D. Macdo	36 Afrika	D. Macdo
D. Macdo	36 Afrika	D. Macdo
Cedric Zeeman	Madiba 37	C. Zeeman
Elizabeth Roberts	Madiba Str 39	E. Roberts
Haveren Baron	Madiba str 39	H. Baron
Elaine Robert	Madiba str 39	E. Roberts



## 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
Leon Titus	Hope Street 46	L. Titus
Franconay Snyder	Sonwabile 37	F. Snyder
Mana Galant	Hope Str. 2K2665	Z. Galant
Sally Smit	Hope Str. 39	S. Smit
Guelin Williams	Hope Str. 38	E. Williams
Hester Makidie	Hope Str. 50	H. Makidie
Lea Philander	Madani 115	L. Philander
SIYABULELA NOAMANE	MADIBA STR 40	Siyabulela Noamane
Li Senggo	Angibwelle 31	Li Senggo
Natochelle Murt	105 <sup>th</sup> Street	N. Murt
Melie Monette	Porters Road 21	M. Monette
Zarina Swartz	Madani 178	Z. Swartz
Dawid Swartz	Madani 55	D. Swartz
Clinton Jansen	178 Madani	C. Jansen
Gertryda Hardnek	176 Madani	G. Hardnek
Jimmy Goliath	176 Madani	J. Goliath
Freck Robertson	180 Madani	F. Robertson
Theolene Robertson	180 Madani	T. Robertson
Alison Titus	182 Madani	A. Titus
Annie Titus	182 Madani	A. Titus



## 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
Renay Booysse	Hope Str 44 Pine Valley	-R. Booysse-
Lu-Pearl Jacobs	Simpmulele	L. Jacobs
Surayda Swarts	Thandani Str 27	S. Swarts
Lizette Swarts	Thandani Str 27	L. Swarts
CHRISTIE WISSON	TIKhuPhumulelo	C. WISSON
Izma Muller	Rose Str 5	I. Muller
ELWIE STORM	Rose 13	E. STORM
Johanna Abrahams	Malibongwe 53	J. Abrahams
Babana Mphahlele	Madani - 82	B. Mphahlele
Monica Madyoli	Madani Str. 84	M. Madyoli
Daniel Sanda	Vigilante Str.	D. Sanda
Patchia Sanda	Vigilante Str.	P. Sanda
Sylvia Sanda	Vigilante Str.	N. Sanda
Wendy Sand	Peace Str	W. Sand
Raina Ockhuis	Malibongwe 48	R. Ockhuis
Henriette Sengs	Masibulele Str 31	H. Sengs
Yolanda Plautjes	Masibulele Str 29	Y. Plautjes
Tomson Plautjes	Masibulele Str 29	T. Plautjes
Mercia Hendricks	Madani Str 122	M. Hendricks
Christina Lawu	Peace Str 11	C. Lawu



## Pine Valley Neighborhood Watch

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Name & Surname	Address	Signature
Magdalena Kestoor	7 Sultana Str	M Kestoor
M. Spouter	9 Sultana str	M Spouter
W. Spouter	9 Sultana str	W Spouter
W.G Spouter	9 Sultana str	W.G Spouter
C Bezuidenhout	9 Sultana str	C Bezuidenhout
T Spouter	9 Sultana str	T Spouter
H. Letlabika	12 Sultana str.	H Letlabika
A.B. Sonda	36 Madani str.	A.B. Sonda
Grace Visagie	Sultana Str. 22	G Visagie
N. de Bruyn	7 Hope Str.	N de Bruyn
M. Kooi	Vegilant 15	M Kooi
Charlene Desember	Hope str 9	C. Desember
B. Solomons	HOPE str 11	B Solomons
Mandekene Goldsteyn	Hope str 25	m Goldsteyn
Winston Maat	Porter str 36	W Maat
Davidene Mitchell	Hope str 32	D. Mitchell
Marozaan Antonie	Hope str 33	M. Antonie
Arika Lottering	Hope str 21	A. Lottering
MacGavin Soonzomer	Madani 190	MacGavin
Bettie Batas	Hope Str. 39	B Batas



WITZENBERG

7/1/4/1

## AANSOEKVORM VIR MUNISIPALE EIENDOM

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	17.03.2022
Kontakpersoon	Willem SANUKAZI
Entiteit van applikant (Maatskappy, Alleenmantsaak, Vennootskap, Koöperatief, NPO, Individue)	RD. P. O - 162-785.
Adres:	MADANI 44 PINE VALLEY WOLSELEY
Pos adres	MADANI 44 - PINE VALLEY WOLSELEY
Kontaknommer	0795968098
Epos	willennood@rediffmail.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?	JA
Munisipale grond met besette gebou en/of met beskikbare spasie	Huur?	JA
	Koop?	JA

BUILDING ON PORTION OF ERF 1  
PINE VALLEY WOLSELEY.  
OLD MALIKHANYE CROCHE BUILDING  
BUILDING ON PORTION OF ERF 1  
PINE VALLEY WOLSELEY OLD  
MALIKHANYE CROCHE BUILDING.

C)

Kort beskrywing van voorgestelde plan vir die aansoek om munisipale grond (u kan addisionele inligting in die dokument aanheg)

SHEPARD HOUSE MINISTRY OF SA WIL - GEESTELIKE WERK  
DOEN IN GEMEENSAP, NA SORG SENTAAN VESTIG. PINE  
VALLEY BUURT WAG OOR NA WEEKE HUIS VES EN  
TEUG ONTWIKKEL, EN SAAM ALLE ROL SPEKERS IN GEMEENSAP  
SAAM WERK.

D)

Watter munisipale dienste word benodig vir die besigheld 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 befondsing word? (dui aan met "x")	Beskryf aangeduide befondsing
100% eie befondsing	
Gedeeltelik befonds	X
Geen fondse beskikbaar	X

ONS KAN GEEDETELIK BY DRA IN TOEKOMS.  
OP DIE OOMLIK GEEN

F)

Besigheid informasie (dui aan met "x")		
Huidige gevestigde besigheid/maatskappy?	Ja	Nee
Beginner onderneming/maatskappy?	Ja <b>X</b>	Nee
Geen onderneming/maatskappy	Ja	Nee

G)

Huidige gevestigde besigheid/maatskappy/koöperatief/NPO	
Hoeveel jaar is die besigheid/entiteit operationeel?	VAN 2015 MA NOGIE WERKLIK VAN
Wat is die maandelikse inkomste vir die besigheid/entiteit? (voor uitgawes)	GROND GEKOM NIE, WANT DAAR
Wat is die totale maandelikse uitgawes?	WAS NIE 'N PERSEEL OF 'N GEBOU
Verskaf 'n kort oorsig oor die maandelikse uitgawes	WAAR JY DIE N.P.O VENAT KAN
	BEDERYF NIE. VIR NOU HET
Hoeveel werknemers werk in die besigheid/entiteit?	ELK SY EIE WERK OM VIR
Hoeveel kliënte of kontrakte word gedien of produkte verkoop per maand?	GISINE TE SORQ-MA IN TOEKOMS

H)

Die volgende dokumente moet aangeheg word aan die aansoek as die applikant 'n Maatskappy, Alleenmanskap, Vennootskap, Koöperatief of NPO is		
Besigheidsregistrasie &/of belastingklaringsertifikaat	Is die dokument aangeheg?	<b>X</b> Ja/Nee
Die volgende dokumente moet aangeheg word by alle aansoeke		
Gesertifiseerde kopie van ID (alle aansoeke)	Is die dokument aangeheg?	<b>X</b> Ja/Nee
Besigheidsplan (alle aansoeke)	Is die dokument aangeheg?	<b>X</b> Ja/Nee

SAL ONS SEUG  
AAN STEL.

I)

Vereistes vir die inhoud van die besigheidsplan (alle afdelings moet ingesluit word)		
Naam van besigheid of individue & kontak informasie	Is hierdie ingesluit in die besigheidsplan?	<b>X</b> Ja/Nee
Beskrywing van besigheid (indien aansoeker 'n besigheid/entiteit is) - Tipe besigheid, doelwitte van die besigheid/entiteit - Produk/diens wat die besigheid aanbied	Is hierdie ingesluit in die besigheidsplan?	<b>X</b> Ja/Nee
Kliënte basis (indien aansoeker 'n besigheid/entiteit is) - Oorsig van kontrakte of kliënte wat gedien word (telkenmark)	Is hierdie ingesluit in die besigheidsplan?	<b>X</b> Ja/Nee
Bestuur - Ervaring van die eienaar/aansoeker - Kwalifikasies of opleiding ontvang	Is hierdie ingesluit in die besigheidsplan?	<b>X</b> Ja/Nee
Oorsig van Projekplan vir die Munisipale grond - Erf of straatnommer - Wat die plan behels en wie die telkenmark 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?	<b>X</b> Ja/Nee
Bestuur ervaring - Ervaring in die voorgestelde projek - Enige opleiding ontvang in die veld van die voorgestelde projek	Is hierdie ingesluit in die besigheidsplan?	<b>X</b> 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](mailto:admin@witzenberg.gov.za)

WILLEM SANDWAARIE  
VOLLE NAME IN BLOKLETTERS

*[Handwritten Signature]*  
HANDTEKENING

17.03.2022  
DATUM

G.P.-S. 012-0123



### CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

**The Shepard House Ministry Of South Africa**

(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **02 December 2015**  
(date)

Registration number **162-785 NPO**

Director's signature



- 3 -

**Administratiewe Afdeling alleenlik:**

	<b>Gemeenskaps- dienste: Rampdienste</b>	<b>Gemeenskaps- dienste: PEO Afdeling</b>	<b>Gemeenskaps- dienste: Behuising</b>	<b>Tegniese Dept: Strate en storm- water</b>	<b>Tegniese Dept: Stads- beplanning</b>	<b>Tegniese Dept: Riool water &amp;</b>	<b>Tegniese Dept: Elektries</b>
<b>Datum ontvang</b>							
<b>Datum insette gestuur:</b>							

## CONSTITUTION

### 1. 1 Name

1.1 The organisation hereby constituted will be called **The Shepard House Ministry of South Africa**

1.2 Their shortened names will be SHM hereinafter referred to as the organisation.

### Body Corporate

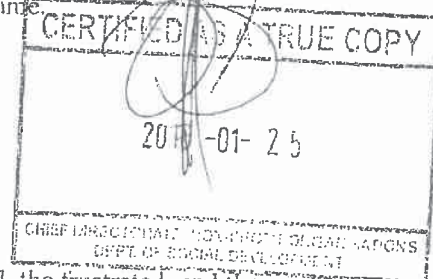
1.3 The organisation shall:

- Exist in its right, separately from its members
- Continue to exist even when its membership changes and there are different office bearers.
- Be able to own property and other possessions.
- Be able to sue and be sued in its own name

### 2. The organisation's main objectives are:

#### A. Primary objectives

- To be a church where the hurting, the depressed, the frustrated, and the confused can find love, acceptance, help, hope, forgiveness, guidance, and encouragement.
- To be a people of Faith and a church who seeks the face of our Lord Jesus Christ and saviour.
- To develop our church people's spiritual maturity by establishing a Bible School, thus equipping them for a significant ministry by helping them discover the gifts and talents God gave them.
- It is the dream of at least fifty acres of land, on which will be built a regional church for Living Word Family Church – with be beautiful, yet simple, facilities including a worship centre seating thousands, a

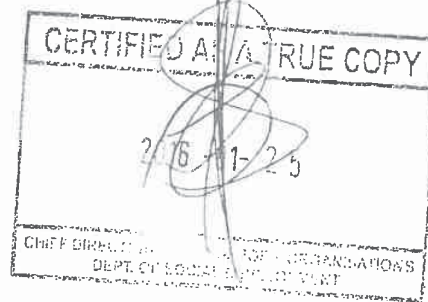


counselling and prayer centre, classrooms for Bible studies and training lay ministers, and a recreation area. All of this will be designed to minister to the total person – spiritually, emotionally, physically, and socially – and set in a peaceful, inspired garden landscape.

- A must be able to offer people something they cannot get anywhere else and our church LWFC will be that church.
- We will teach our members that ministry must be both faithful and fruitful. God expects both from us.

### B. Secondary objectives

- The church should be seeker sensitive, but it must not be seeker driven.
- To teach our communities that plans, programs, and personalities don't last. But God's purpose will last.
- Nothing precedes purpose. The starting point for every community/person should be the question, "Why do we exist?" Until you know what you exist for, you have no foundation, no motivation, and no direction for your life. Our church will ensure that our communities know their purpose.
- Absolutely nothing will revitalize a discourage community faster than rediscovering its purpose.
- Our church will be involved in the helping of HIV patients by assisting them in getting their medication from the local clinic. To promote HIV awareness in our communities etc.
- Fight against gangsterism, drug addiction, prostitution and teenage pregnancies etc.
- To emphasize the importance of education in our communities.



### 3. Income and property

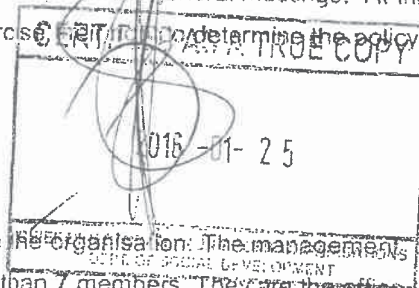
- 3.1 The organisation will keep a record of everything it owns.
- 3.2 The organisation may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organisation. The payment must be a reasonable amount for the work that has been done.
- 3.3 A member of the organisation can only get money back from the organisation for expenses that she or he has paid for or on behalf of the organisation.
- 3.4 Members or office bearers of the organisation do not have rights over things that belong to the organisation.

### 4 Membership and General Meetings

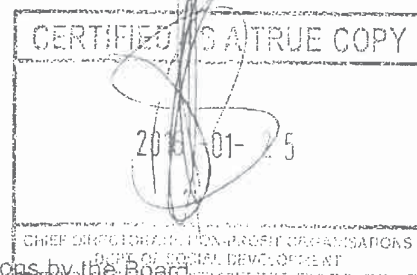
- 4.1 If a person wants to become a member of the organisation, she or he will have to ask the organisation's management committee. The management committee has the right to say no.
- 4.2 **Guidelines for recruiting new Board members:**
  - Consider what skills are needed within the Board.
  - Keep a list of optional candidates and the skills they can bring to the Board.
  - Develop a Board application form to streamline the process.
  - Meet the candidates on your list of potential members.
  - Provide potential members with an overview of the organization and up to date literature e.g. newsletters.
  - Identify potential conflict of interest.
  - Invite potential members to Board meetings and AGM's.
- 4.3 Members of the organisation must attend its annual general meetings. At the annual general meeting members exercise their right in determining the policy of the organisation.

### 5. Management

- 5.1 A management committee will manage the organisation. The management Committee will be made up of not less than 7 members. They are the office bearers of the organisation.



- 5.2 Office bearers will serve for one year, but they can stand for re-election for another term in office after that. Depending on what kind of service they give to the organisation, they can stand for re-election into office again and again. This is so long as their services are needed and they are ready to give their services.
- 5.3 If a member of the management committee does not attend three management Committee meetings in a row, without having applied for an obtaining leave of absence from the management committee, then the management committee will find a new member to take that person's place.
- 5.4 The management committee will meet at least once a month. More than half of Members need to be at the meetings to make decisions that are allowed will be carried forward. This constitutes a 'quorum'.
- 5.5 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.
- 5.6 The organisation has the right to form sub-committees. The decisions that sub-committees take must be given 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.
- 5.7 All members of the organisation have to abide by decisions that are taken by the management committee.
- 5.8 Duties of Office Bearers within the Board:
- 5.8.1 Chairman:
- Provides leadership to the Board.
  - Develop an agenda for Board meetings.
  - Mediates with Directors or Manager on decisions by the Board.
  - Monitors financial planning and financial reports.
  - Plays a leading role in fundraising activities.
  - Evaluates annually the performance of the organization in achieving its mission.
  - Negotiates on behalf of the organization if given a mandate.
  - Performs other duties as assigned by the Board such as representing the organization at formal functions etc.
  - Evaluate the performance of the Board on regular basis.



5.8.2 Vice chairman:

- Performs Chair responsibilities in the absence of the Chair
- Reports to the Chair.
- Works closely with Chair, members and staff.
- Performs other responsibilities as assigned by the Board.

5.8.3 Secretary

- Maintain records of the Board and ensures effective logistics at Board meetings
- Manages minutes of Board meetings.
- Ensures that minutes are distributed shortly after each meeting.
- Must be familiar with legal documents to note applicability during meetings.

5.8.4 Treasurer:

- Manages the finances of the organization.
- Administers the fiscal matters of the organization.
- Provides the annual budget to the Board for members' approval.
- Ensures development and review of financial policies and procedures by the board.

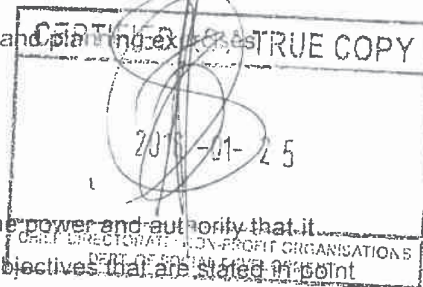
5.8.5 Board Members:

- Regularly attend Board meetings and important related meetings.
- Accepts assignments and completes them thoroughly and on time.
- Stays informed on common matters, prepares for meetings, reviews and comments on minutes and reports.
- Builds collegial relationships with other Board members to contribute to consensus.
- Active participation in annual evaluation and planning exercises.
- Participates in fundraising events.

6. **Powers of the organisation**

The management committee may take on the power and authority that it believes it needs to be able to achieve the objectives that are stated in point number 2 of this constitution. Its activities must abide by the law.

- 6.1 The management committee has the power and authority to raise funds or to invite and receive contributions.
- 6.2 The management committee does, however, have the power to buy hire or exchange for any property that it needs to achieve its objectives.
- 6.3 The management committee has the right to make by-laws for proper management, including procedure for application, approval and termination of membership.
- 6.4 Organisations will decide on the powers and functions of office bearers.



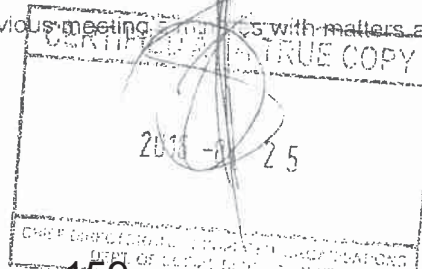
## 7. Meetings and procedures of the committee

- 7.1 The management committee must hold at least two ordinary meetings each year.
- 7.2 The chairperson, or two members of the committee, can call a special meeting if they want to. But they must let the other management committee members know the date of the proposed meeting not less than 21 days before it is due to take place. They must also tell the other members of the committee which issues will be discussed at the meeting. If, however, one of the matters to be discussed is to appoint a new management committee member, then those calling the meeting must give the other committee members not less than 30 days notices.
- 7.3 The chairperson shall act as the chairperson of the management committee. If the chairperson does not attend a meeting, then members of the committee who are present choose which one of them will chair that meeting. This must be done before the meeting starts.
- 7.4 There shall be a quorum whenever such a meeting is held.
- 7.5 When necessary, the management committee will vote on issues. If the votes are equal on an issue, then the chairperson has either a second or a deciding vote.
- 7.6 Minutes of all meetings must be kept safely and always be on hand for members to consult.
- 7.7 If the management committee thinks it is necessary, then it can decide to set up one or more sub-committees. It may decide to do this to get some work done quickly. Or it may on sub-committee. The sub-committee must report back to the management committee on its activities. It should do this regularly.

## 8. Annual General Meetings

The annual general meeting must be held once every year, towards the end of the organisation's financial year. 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
- Read and confirm the previous meeting minutes with matters arising



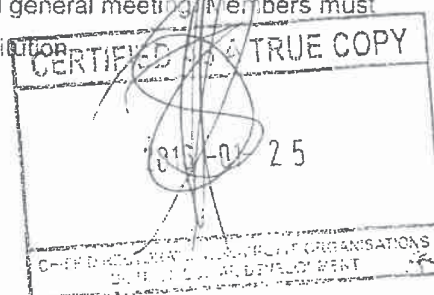
- Chairperson's report
- Treasurer's report
- Changes to the constitution that members may want to make
- Elect new office bearers
- General
- Close the meeting

## 9. Finance

- 9.1 An accounting officer shall be appointed at the annual general meeting. His or her duty is to audit and check on the finances of the organisation.
- 9.2 The treasurer's job is 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.
- 9.3 Whenever funds are taken out of the bank account, the chairperson and at least two other members of the organisation must sign the withdrawal or cheque.
- 9.4 The financial year of the organisation ends on....**31 March**.....
- 9.5 The organisation's accounting records and reports must be ready and handed to the Director of Non-profit Organisations within six months after the financial year-end.
- 9.6 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.

## 10. Changes to the constitution

- 10.1 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 or special general meeting. Members must vote at this meeting to change the constitution.



## SECTION 12 ADOPTION OF THE CONSTITUTION

This constitution was approved and adopted by members of the

## SPECIAL RESOLUTION

Minutes of Special Meeting of the Management Committee

Held at MANUEL BONGANE 22 Dine Valley, Walsley 4830

on the 26th Oct. 1995

Present: Members of the management Committee

## Agenda: SIGNING OF LEGAL DOCUMENT AND OPERATING OF FINANCIAL ACCOUNTS

The chairperson declares the meeting, as properly constituted, duly called, for the specific purpose of

Resolved:

The two board members to sign at bank and for all bank necessities will be:

- (b) That the following members conduct the financial transactions.

NAME	ID NO	DESIGNATION
MANNIE ADAMS	6701105603085	M. ADAMS
GONFREY VAN DER MERW	8008145216020	Gonfrey
Jim de Wit	5005165120028	Adm.

Made a decision at a meeting held on the ... to

☐ Adopt a new Constitution.

☒ Open Bank Account / Amend Bank Account details

SPECIAL RESOLUTION: Further give powers and authorisation to the Chairperson and the General Secretary to initial, attach their signatures to the constitution, legal documents, bank and financial record transactions on behalf of members of the committee.

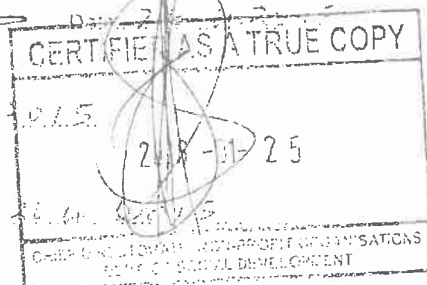
Chairperson: MANNIE ADAMS Sign: [Signature] Date: 26.10.2015

Secretary: ABRAHAM SLINGERS Sign: [Signature] Date: 26.10.2015

Treasurer: MANNIE ADAMS Sign: [Signature] Date: 26.10.2015

Attending Bank Clerk: JOHANNAN SIVUBANE Sign: [Signature] Date: 26.10.2015

Witness Bank Clerk: ABRAHAM SLINGERS Sign: [Signature] Date: 26.10.2015



**NAAM VAN NPO: SHEPHERD HOUSE MINISTRY OF SOUTH AFRICA****N.P.O: 162-785****ADRES: Madani straat 44  
Pine Valley  
Wolseley  
6830**

Ons as Shepherd House Ministry wil ons gemeenskap dien deur dienste te lewer en 'n nasorg te vestig. Dit sal ook dien as 'n jeugsentrum waar ons jongmense gaan oplei en help met skool take. Oor die naweke sal ons die fasaliteit aan Pine Valley Neighbourhood Watch beskikbaar stel vir skuling en om slagoffers wat verlore geraak het daar te hou vir tydelike skuling totdat hulle naasbestaendes gekontak en gekry word. Die fasaliteit sal beskikbaar wees vir enige kerk, jeug beweging en skole om vergaderings te hou, opleidings aan te bied. Alles hierdie saam kan ten goede van die gemeenskap se ontwikkeling baat saam met die hulp van die munisipaliteit asook die hele Suid-Afrika.

Shepherd House Ministry sal ook geestelike werk doen Sondae en dwarsdeur die week want ons glo as die gees gesond is sal die hele liggaam gesond wees.

Ons hoop u vind alles die bogenoemde in orde en wat ook al die besluit mag wees wil ek net dankie sê dat u my aansoek in ag geneem het.

Mag die Here u sien.

**MISIE VAN SHEPHERD HOUSE MINISTRY OF SOUTH AFRICA**

Shepherd House Ministry strewende daarna om saam te werk en hande te vat saam met die breë gemeenskap van Wolseley, elke departement van die SAPD, munisipaliteit, buurtwagte, gesondheids departement, skole, besighede, en die plaas gemeenskappe want saam kan ons 'n veiliger, gesonder en beter omgewing skep. Ons glo ook daarin dat dit beter is om jou gemeenskap te dien as wat jy net staan en toekyk en niks doen nie. Ons glo in die wat se geloof sonder werke is dood, geloof en werke gaan saam daarom voeg ons die woord by die daad om 'n verskil te maak en saam gaan ons dit doen.

**VISIE VAN SHEPHERD HOUSE MINISTRY OF SOUTH AFRICA**

Ons doel is om 'n verskil te maak in die lewens in ons gemeenskap om 'n beter, skooner, meer veiliger, gesonder en omgewing te skep. Ons wil ook geleenthede skep vir die jeug,

bejaardes sowel as die gestremdes. Ons wil ook 'n sop kombuis vanaf die gebou bedryf wat die minder bevoorregte menses al voed op 'n daaglikse basis.





WITZENBERG

7/1/4/1

## AANSOEKVORM VIR MUNISIPALE EIENDOM

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	15 MAART 2022
Kontakpersoon	SIDNEY VOLKSWYN
Entiteit van applikant (Maatskappy, Alleenmantsaak, Vennootskap, Koöperatief, NPO, Individue)	KERK, NPO
Adres:	10 EPPING AVENUE, ELSIES RIVER
Pos adres	Postbus 150
Kontaknommer	082 468 6349 Epos eppaog@mweb.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?	
	Koop?	
Munisipale grond met besette gebou en/of met beskikbare spasie	Huur?	JA
	Koop?	

C)

Kort beskrywing van voorgestelde plan vir die aansoek om munisipale grond (u kan addisionele inligting in die dokument aanheg)

NUT

MUNICIPALITY  
WITZENBERG  
23 MAR 2022  
MUNISIPALITEIT

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 INKOMSTE VAN KERK
Gedeeltelik befonds	
Geen fondse beskikbaar	

- 2 -

F)

Besigheid informasie (dui aan met "x")		
Huidige gevestigde besigheid/maatskappy?	Ja <input checked="" type="checkbox"/>	Nee
Beginner onderneming/maatskappy?	Ja	Nee
Geen onderneming/maatskappy	Ja	Nee

G)

Huidige gevestigde besigheid/maatskappy/koöperatief/NPO	
Hoeveel jaar is die besigheid/entiteit operationeel?	15 JAAR
Wat is die maandelikse inkomste vir die besigheid/entiteit? (voor uitgawes)	R 93 000
Wat is die totale maandelikse uitgawes?	R 85 000
Verskat 'n kort oorsig oor die maandelikse uitgawes	SALARISSE WATER, ELEKTRISITEIT TELEFONE, INTERNET ONDERHOUD
Hoeveel werknemers werk in die besigheid/entiteit?	2
Hoeveel kliënte of kontrakte word gedien of produkte verkoop per maand?	200

H)

Die volgende dokumente moet aangeheg word aan die aansoek as die applikant 'n Maatskappy, Alleenmanskapp, Vennootskap, Koöperatief of NPO is		
Besighedsregistrasie &/of belastingklaringsertifikaat	NPO	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? <input checked="" type="checkbox"/> Ja/Nee

I)

Vereistes vir die inhoud van die besighedsplan (alle afdelings moet ingesluit word)		
Naam van besigheid of individu & 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		
Kliënte basis (indien aansoeker 'n besigheid/entiteit is)	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
- Oorsig van kontrakte of kliënte wat gedien word (teikenmark)		
Bestuur	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
- Ervaring van die eienaar/aansoeker - Kwalifikasies of opleiding ontvang		
Oorsig van Projekplan vir die Munisipale grond	Is hierdie ingesluit in die besighedsplan?	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		
Bestuur ervaring	Is hierdie ingesluit in die besighedsplan?	Ja/Nee
- Ervaring in die voorgestelde projek - Enige opleiding ontvang in die veld van die voorgestelde projek		

- Neem kennis dat die verkoop van alkohol op munisipale eiendom verbode is

Dien asseblief die voltooide vorm in by die Arglewe Afdeling by 50 Voortrekker Straat, Ceres, 6835 of e-pos aan [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za)

HENRY JAMES COCKRELL  
VOLLE NAME IN BLOKLETTERS

*H. Cockrell*  
HANDTEKENING

15 MARET 2022  
DATUM



*Epping Assembly of God*



(+27) 021 591-2977 (Office)  
(+27) 073 011 6758 (Mobile)  
e-mail: [epgaog@mweb.co.za](mailto:epgaog@mweb.co.za)

10 Epping Avenue, Elsie's River  
7490  
P.O. Box 150  
ELSIE'S RIVER  
7480



Letter of motivation for: Leasing of Old Malikhanye Crèche, Building on Erf 1 in Pine Valley, Wolseley

15 March 2022

To whom it may concern

This letter serves as confirmation that Epping Assembly of God church is actively involved in the community of Pine Valley, Wolseley.

Our community work started during 2007 on a farm in Waverley, by reaching out to the farming community. Our work amongst this farming community eventually extended to the neighbouring farms and we eventually ended up in Pine Valley.

During the September 2011 school holidays, we had a tent campaign in Pine Valley. For the duration of this campaign, we attended to the social, spiritual and physical needs of the children in the community. We also had an attendance of  $\pm$  200 people attending the evening church services and we were able to counsel and disciple many of them. Our outreach and community efforts extended beyond this campaign. During 2016 and 2017 we had holiday programmes for the community. We fed  $\pm$  250 children 2 meals daily. Apart from these events, Epping Assembly of God currently conducts weekly church services in Pine Valley as well as regular events in the Pine Valley community hall, to attend to both the spiritual and social needs of adults and children.

Furthermore, Epping Assembly of God is regularly involved in the community by conducting funeral services, providing matriculants with career guidance and funding, training teenagers on leadership and providing all children with other social and spiritual training. During the COVID 19 we made use of a tent that was pitched on our church property in 31 Madani Street, Pine Valley. Our focus is to reach out to the entire family in terms of social and spiritual needs.

Due to our vision to establish a permanent presence in the community we acquired a piece of land to erect church facilities for the purpose. This property is situated at 31 Madani Street, Pine Valley, Erf number 7 316700001.

The purpose of our application is to operate from a fixed base for our ongoing ministry whilst our building is being erected. Currently we serve about 40 adults and 25 children. Our vision and aim is to reach out to a larger proportion of the community with our ministry and service in meeting the spiritual, physical and social needs of our people.

We trust and hope for a favourable consideration and outcome of our application.

Warm regards.

Yours Sincerely

*Henry James Cockrell*

Pastor Henry James Cockrell – On behalf of the Council of above church.

*"Be ye doers of the Word and not hearers only."*

• Indien onafgelewer stuur terug aan / If undelivered please return to: P.O. Box 44, Ceres, 6835



✉ POSBUS \ PO BOX 44, CERES, 6835

☎ (023) 316 1854

☎ (023) 316 1877

B.T.W. Nr / V.A.T. No. 4000846206

NOODDIENSTE NOMMERS / EMERGENCY NUMBERS

(023) 316 2329

(023) 316 2328



Assembly of God-Epping  
10 Epping Avenue  
ELSIESRIVER  
7490

## BELASTINGFAKTUUR - TAX INVOICE:

Bladsy 1 van 1

REKENING NUMMER	DATUM VAN REKENING	LIGGING	ERF	DEPOSITO	KWITANSIES GEPOS TOT	BELASTING FAKTUUR NR.
CER 60031670009	21/02/2022	MADANISTRAAT 31	7 3167 00001		18/02/2022	3045973
NAAM	BTW NUMMER	GEBOU	REELINGS	BETAALBAAR		
Assembly of God-Epping		Owner	0.00	685.35		
WAARDASIE GROND	WAARDASIE GEBOU	HUURDER SE BALANS				
63500						
TRANSAKSIE BESONDERHEDE						
BESKRYWING / DIENS TIPE						BEDRAG
Saldo oorgedra:						685.35
Kwitanisies:						-685.35
0000185104						
DIENS TIPE	TARIEF	VERBRUIK	BASIES	BTW	BEDRAG	
WATER	Beskikbaarheid	WOL	140.85	21.13	161.98	
VULLIS	vullis beskikb	AVAIL	78.98	11.85	90.83	
ELEKTRISITEI	Elektrisiteit	WOL	229.19	34.38	263.57	
RIOOL	Riool	WOL	78.97	11.85	90.82	
Belasting	Belasting	MUNS1	78.15	0.00	78.15	
** Totale maandelikse saldo:						685.35
TOTAAL BTW	VERVALDATUM	AGTERSTALIG	HUIDIG	BEDRAG VERSKULDIG		
79.21	15/03/2022	0.00	685.35	685.35		
MAANDELIKS		JAARLIKS				
AGTERSTALIG / KREDIET	15/03/2022	AGTERSTALIG / KREDIET				
	685.35		0.00			
BOODSKAP						
THIS ACCOUNT IS PAYABLE ON OR BEFORE THE DUE DATE, FAILING WHICH SERVICES MAY BE TERMINATED WITHOUT FURTHER NOTICE.						
U kan betaal by Pick & Pay / Shoprite / Paskantoor / Spar						

### REMITTANCE ADVICE

First National Bank

REKENING NUMMER	62748218444
TAK KODE	200107
VERWYSINGS NUMMER	60031670009



0140

60031670009



>>>>>> 9151 8060 0316 7000 92

11387 0600 3167 0009

YOU CAN NOW PAY YOUR ACCOUNT AT ANY SPAR AND KWIK SPAR

ACKERMANS

SPAR

Checkers

My eBills

PEP

SPAR

Pick n Pay

SHOPRITE

U kan

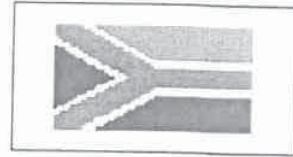
U kan

- 3 -

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:							

G.P.-S. 012-0123



## CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

**Epping Assembly Of God**

-----  
(name of the organisation)

meets the requirements for registration.

The organisation's name was entered into the register on **01 September 2016**  
(date)

Registration number **176-113 NPO**

Director's signature

*M. W. W. W. W.*


Department of Social




Development

**REPUBLIC OF SOUTH AFRICA**  
**NATIONAL IDENTITY CARD**

Surname:  
**VOLKWYN**  
Names:  
**SIDNEY STANLEY**  
Sex:  
**M**  
Nationality:  
**RSA**  
Identity Number:  
**6709015127087**  
Date of Birth:  
**01 SEP 1967**  
Country of Birth:  
**RSA**  
Status:  
**CITIZEN**






Signature  
*S. Volkwyn*

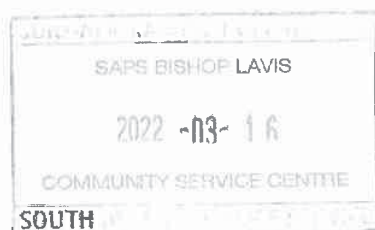


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**71120319**  
**R. PLANTJES**

 **REPUBLIC OF SOUTH AFRICA**  
NATIONAL IDENTITY CARD

Surname:  
**COCKRELL**  
Names:  
**HENRY JAMES**  
Sex:  
**M**  
Nationality:  
**RSA**  
Identity Number:  
**6705185072088**  
Date of Birth:  
**19 MAY 1957**  
Country of Birth:  
**RSA**  
Status:  
**CITIZEN**

   
Signature:  
*H. Cockrell*

I certify that this document is a true  
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15-3-2022 *A.J.S. Wiggins*  
DATE: SIGNATURE

**REV. A.J.S. WIGGINS**  
COMMISSIONER OF OATHS  
MARRIAGE OFFICER  
DESIGNATION NR. BD10476

#### **4.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services**

##### **4.4.1 Appointment of Performance, Risk and Audit Committee members (5/14/4)**

Memorandum from Head: Internal Audit, dated 14 August 2021:

##### **"Purpose**

MFMA Section 166(5) states the members of an audit committee must be appointed by the council of the municipality.

The purpose of this communication is for the Mayco and Council to consider the appointment of 2 new PRAC members and the appointment of a member for a second 3-year term.

##### **Deliberation**

The term of office of the PRAC members are currently as following:

Position	Name	Term
Chairperson	Mr J George	Second 3-year term ending 31 October 2022.
Member	Mr J Basson	Resigned with effect from 15 January 2021 due to added work-related responsibilities. Was on second 3-year term ending 31 July 2021.
Member	Mr F Redelinghuys	Second 3-year term ending 31 October 2022.
Member	Mr T Lesihla	Second 3-year term ending 31 July 2021.
Member	Ms C Fagan	First 3-year term ending 31 July 2021.

To ensure continuity it is important to consider the following as stated in the PRAC Charter:

##### **'Term of office**

- (1) The Chairperson and members of the Performance, Risk and Audit Committee are appointed for a period of three years subject to annual reappointment during the three-year term.
- (2) Council may consider to extend the term of a member who is a permanent resident of the Witzenberg area should local residents not be represented on the committee.
- (3) A member of the Performance, Risk and Audit Committee shall not serve for longer than two consecutive terms of three years each.

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

The Executive Mayoral Committee resolved on 20 June 2022 to recommend to Council:

- (a) that Ms MC Fagan's term of office be extended for a further 3-year period.
- (b) that the four positions be advertised during August 2022.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

- (a) *that Ms MC Fagan's term of office be extended for a further 3-year period.*
- (b) *that the four positions be advertised during August 2022.*

**AANBEVEEL**

*Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:*

- (a) *dat me MC Fagan se ampstermyn vir 'n verdere drie jaar verleng word.*
- (b) *dat die vier posisies gedurende Augustus 2022 geadverteer word.*

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

**6. COUNCIL-in-COMMITTEE**